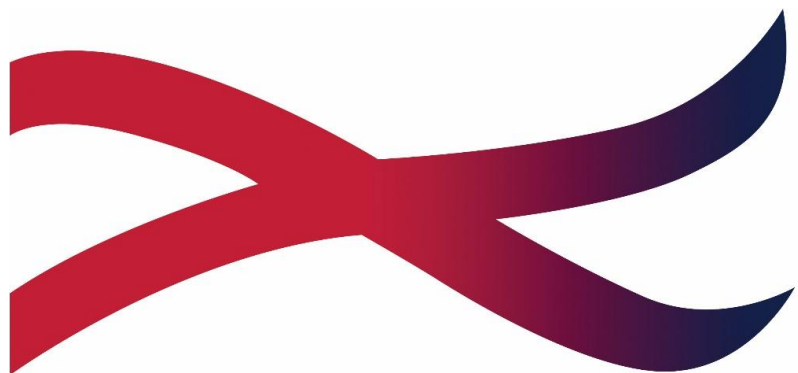




Ulster-Scots Agency

Boord o Ulstèr-Scotch

CANDIDATE INFORMATION PACK

EDUCATION OFFICER

U-SA/EO/26 – June 26

Closing date for receipt of applications: Sunday 26th July 2026 at midnight

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JOB INFORMATION

Education Officer

BACKGROUND

Our Vision:

The rich, vibrant identity and global impact of the Ulster-Scots community should be recognised, respected and embed at home and abroad.

Our Mission:

To inspire and empower people and communities in Ulster to embrace their Ulster-Scots identity, build kinship with those outside Ulster who share our identity and friendship inspire Ulster with those who do not.

Our Strategic Aims:

- Inspire: The Agency will identify, interpret and animate Ulster-Scots language, heritage and culture.
- Empower The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture.
- Engage The Agency will reach out locally and globally, to enhance friendship with people in Ulster whose primary identity is not Ulster-Scots; and foster kinship with people beyond Ulster who share our identity.

JOB INFORMATION

We are currently seeking to fill the position of Education Officer on a permanent basis.

- The Ulster-Scots Agency :*** The Ulster-Scots Agency is an independent employer. Our staff are public servants, employed on terms which largely mirror those of the Northern Ireland Civil Servants.
- Salary:*** The salary for the post will be within the NICS SO range of £37,694-38,990 within which pay increases will be on an incremental basis provided staff performance reports are satisfactory. Starting salary will normally be at the minimum of the scale.
- Location:*** The successful candidate will be based at The Corn Exchange, 31 Gordon Street, Belfast, BT1 2LG. The premises are wheelchair accessible and there is an accessible toilet.
- Annual Leave:*** In addition to the 12 standard public and privilege holidays, there is an annual leave allowance of 25 days per annum pro rata. This increases to 30 days after 5 years continuous service.
- Working Hours:*** The successful candidate will normally be required to work 5 days each week, totalling 37 hours. A flexible working scheme is in operation. The successful candidate may be required on occasion to work outside normal working hours, dependent on business need.

JOB INFORMATION

Travel:

The post may entail some travel within the island of Ireland and for this reason the successful applicant will require a full valid driving licence and have access to a car or be able to reach required locations via public transport.

Training:

Appropriate training will be provided, where required, to enable the successful candidate(s) to carry out the full range of assigned duties.

Pension:

New entrants who join the Ulster-Scots Agency are eligible to join the North South Pension Scheme. Further information can be obtained in the General Information section of the Application Pack.

Equality Commitments:

Candidates will be expected to contribute to the Ulster-Scots Agency fulfilling all its commitments in relation to its Equality Scheme and under the Northern Ireland Act 1998 and the Human Rights Act 1998.

JOB DESCRIPTION & PERSON SPECIFICATION

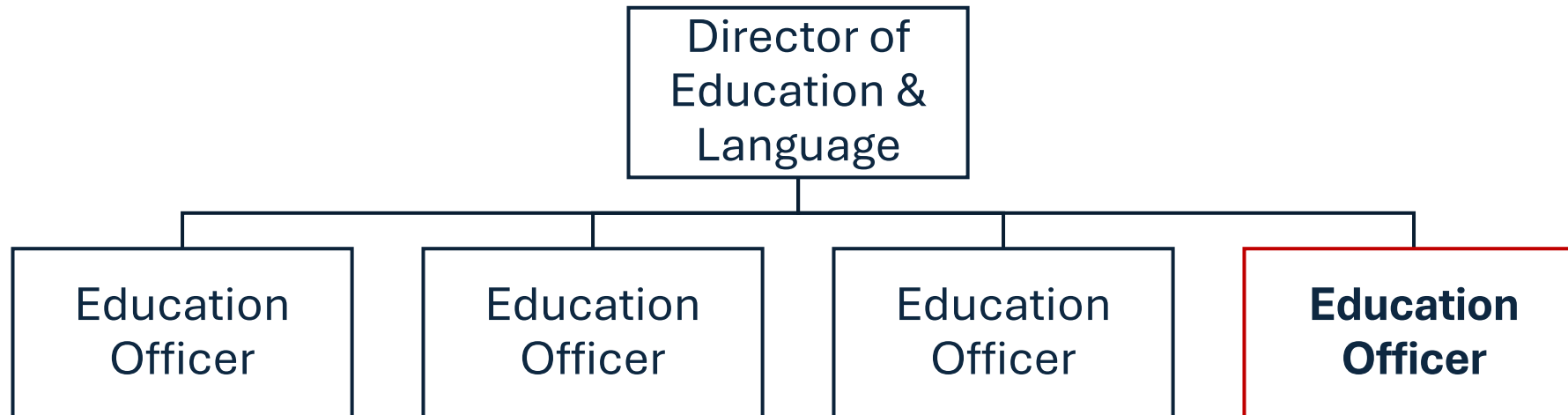
Education Officer

JOB DESCRIPTION

PURPOSE OF THE ROLE

Reporting to the Director of Education & Language, this role is responsible for development, management and implementation (as appropriate) of learning programmes in relation to Ulster-Scots culture, heritage and language in a range of settings and curricular areas (e.g. music, art, STEM, history etc). Education Officers work in partnership with schools, partner organisations and local communities: ensuring good practice in learning and evaluation; and ensuring compliance in key areas such as safeguarding.

TEAM STRUCTURE



JOB DESCRIPTION

KEY RESPONSIBILITIES

To support the Director of Education & Language in the delivery of the Agency's goals and targets by:

- ☐ Supporting the delivery of accredited learning programmes in relation to Ulster-Scots music and dance.
- ☐ Establish/maintain relationships with educational authorities to promote Ulster-Scots learning in schools, colleges and universities.
- ☐ Maintaining and developing working relationships with schools and support teachers to identify and implement opportunities for Ulster-Scots learning.
- ☐ Supporting and encouraging groups and community organisations to develop and manage Ulster-Scots learning projects.
- ☐ Reviewing educational materials and other learning resources both internal and external.
- ☐ Supporting the development of content for Ulster-Scots learning resources.
- ☐ Representing the Ulster-Scots Agency at public functions and meetings and to make regular presentations to relevant and appropriate bodies.
- ☐ Supporting the Designated Safeguarding Officer with the Agency's safeguarding duties and deputise as required.

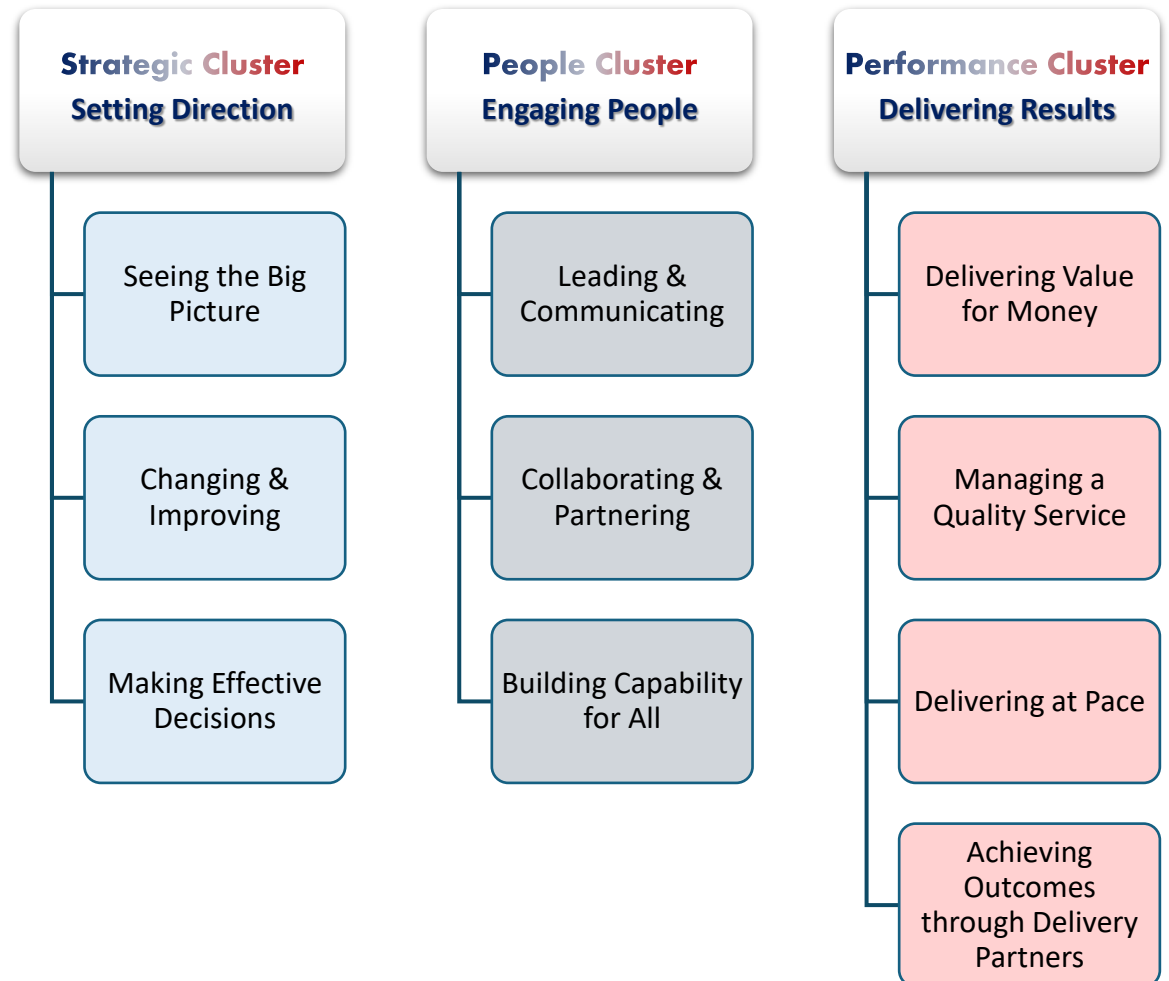
PERSON SPECIFICATION

KEY ATTRIBUTES

Generic

The Education Officer role is analogous to Staff Officer (SO) in the NICS. As such, the competencies listed within the NICS Competency Framework are applicable to this role and are used to determine that you are currently capable of working at an appropriate level to be successful in a role of this level. It is expected that all suitable applicants would be able to demonstrate capability at this level – this will be assessed through the application form so it is important that you provide sufficient detail in your responses to demonstrate your competency as much as possible.

The top line competencies are listed to the right – further detail regarding the level for this role can be found at [NICS Competency Framework](#) website under Level 3 – Staff Officer and Deputy Principal or analogous.



PERSON SPECIFICATION

KEY ATTRIBUTES

Role Specific

The competencies listed to the right relate specifically to the Education Officer role. These competencies will be assessed via the interview process which will consist of a presentation and competency-based questions.

They are essential skills for the role.

Effective presentation & communication skills

You must be able to influence and persuade a wide range of people and organisations, both orally and in writing

Flexible & Adaptable

You can adapt to new ideas and approaches; committed to continuously developing a knowledge base around Ulster-Scots culture, heritage and language.

Strong Interpersonal Skills

You have an ability to develop and sustain sound working relationships with a range of stakeholders.

Strong Team Working & Leadership Ethic

You have a collaborative working style, an ability to work effectively as part of a team and to lead the delivery of projects as required

PERSON SPECIFICATION

KEY ATTRIBUTES

Qualifications & Experience

You must be educated to degree level or be able to demonstrate an equivalent level of work experience

You will be able to demonstrate:

- ❖ Experience of the full cycle of design and delivery of a varied content of material in a wide range of settings
- ❖ A strong understanding of the importance of continual improvement through evaluation of the impact of learning content and delivery methods
- ❖ Capacity to adapt your communication and presentation style to suit the audience

It would also be advantageous, but not essential, if you have:

- ❖ A working knowledge of curriculum delivery in NI or ROI
- ❖ A working knowledge of Ulster-Scots language

Strong Project Management Skills

You can effectively plan the delivery of projects and programmes within budget, achieving agreed outcomes

Strategic Thinking

You can align your objectives with the wider goals of the Agency and contribute to the development of organisational business planning.

Financial Skills

You can plan and manage operational/project budgets within set parameters and provide financial and management information as required.

Equality of Opportunity

You can demonstrate a personal commitment to the promotion of equality of opportunity and good relations.

ASSESSMENT PROCESS & CRITERIA

Education Officer

SELECTION PROCESS

We operate on the basis of selecting the best person for the role in a fair and open competition. We endeavour to enable equality of opportunity throughout the process and welcome any requests for adjustments as may be required at any stage of the recruitment process. Each candidate will be scored at each stage – only those scoring highest will be invited to progress. At the end of the process, we will be happy to provide feedback if requested to do so.



Your Application

The diagram illustrates the selection process flow. It begins with a blue rounded rectangle labeled 'Your Application'. A large, light blue arrow points from this box down and then to the right, leading to a purple rounded rectangle labeled 'Your Interview'. This visualizes the progression from the application stage to the interview stage.

- An application form is included with this pack. Please note that the application form itself is only one part of what you need to submit for your application to be considered legitimate.
- Closing date for receipt of all legitimate applications is midnight on Sunday 26th July 2026.
- To submit your application, you should email the following document to pknowles@ulsterscotsagency.org.uk:
 - 1) Your completed application form
 - 2) Your Curriculum Vitae (CV)
 - 3) Your completed Monitoring Return form

Your Interview

- Shortlisting for interview will be completed by Friday 31st July and those invited to interview will be notified by Tuesday 4th August 2026 at the latest.
- Those who were not shortlisted will be notified by Friday 7th August 2026 at the latest. If you have not received a response by this date please contact us.
- It is anticipated that all interviews will take place between 13th and 14th August 2026. Each interview will consist of a presentation plus competency based questions and last approximately an hour. The topic for the presentation will be confirmed in your interview invite email.

ASSESSMENT CRITERIA

Your capability will be assessed as per the table below. Should there be a significant number of applicants who can fully satisfy the essential criteria on application, we may shortlist for interview only those who can satisfy the desirable criteria also.

	ASSESSMENT VIA	
	Application	Interview
<i>Essential Criteria</i>		
Eligibility to Work in the UK	√	√
Educated to Degree Standard / equiv work experience	√	
Generic Competencies: Strategic, People & Performance Clusters	√	
Role Specific Competencies		√
<i>Desirable Criteria</i>		
Working knowledge of curriculum delivery in NI or ROI	√	√
Working knowledge of Ulster-Scots language	√	√

GENERAL INFORMATION

Education Officer

GENERAL INFORMATION

Confidentiality & Monitoring Information

The Following general principles will be applied to all individual monitoring information: -

- Individual monitoring information will be afforded a high degree of confidentiality;
- Misuse of monitoring information will be viewed as a disciplinary offence; and
- Individual monitoring information will only be disclosed to members of staff or officials of a trade union if it is necessary to do so for the appropriate discharge of their duties and responsibilities.

In addition to the above internal safeguards on the protection of equality monitoring information generally, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998 (FETO). These make it a criminal offence, subject to specific exceptions, for an employer or employee to disclose information on the community background of an individual which has been obtained, or is used, for the purpose of monitoring under FETO.

As with other forms of personal data, the obtaining, use, storage and disclosure of monitoring information is covered by and managed under the General Data Protection Regulations (2018). No information will be stored any longer than required under the legislation and will be destroyed in accordance with our internal policies in relation to the disposal of confidential information.

GENERAL INFORMATION

Pension Scheme

Northern Members of the Scheme:

The UK government requires all employers in the public and private sector to enrol eligible workers into a qualifying pension scheme. Upon joining the Ulster-Scots Agency, you are automatically enrolled in the organisation's pension scheme, which is referred to as the North South Pension Scheme (N/SPC), with the option to opt-out of the scheme if you wish. It is contribution scheme to which you will pay a percentage (based on your salary) if you decide to remain in the scheme during your employment with the Agency. The scheme is contracted out of the State Earnings Related Pension Scheme. Full details of the North South Pension Scheme are given in the scheme guide which is issued to all new entrants to the Ulster-Scots Agency.

Southern Members of the Scheme:

The Ulster-Scots Agency has an Occupational Pension Scheme. This is referred to as the North South Pension Scheme (N/SPC). It is a contributory scheme to which you will pay a percentage (based on your salary). Full details of the North South Pension Scheme are given in the scheme guide which is issued to all new entrants to the Ulster-Scots Agency.

HAVE ANY QUESTIONS?

While we have tried to cover as much information as possible in this pack, we understand that sometimes you may still have questions. If this is the case, then please do not hesitate to contact Paula Knowles via email at pknowles@ulsterscotsagency.org.uk or by phone on 07549 811255.

In line with the current Equality legislation both North and South of the border, we welcome applications from all interested individuals and in particular would welcome applications from individuals in those groups under-represented within the Agency at present.

Please also do take the time to look at our corporate website – www.ulsterscotsagency.com and also the Discover Ulster Scots website www.discoverulsterscots.com for further information.