

Cultural Development Officer

Reports to	Executive Director
Location	Hybrid with at least one day in Discover Ulster-Scots Centre, Belfast, with regular travel across Northern Ireland and the border counties
Hours	Full-time, 37 hours per week: Requires some evening and weekend work with time off in lieu.
Contract	Permanent, subject to funding
Salary	NJC S01 - £34,434 -£36-363

About Us

The Ulster-Scots Community Network (USCN) is a heritage and cultural umbrella charity, representing and supporting a growing network of affiliated member groups across Northern Ireland and beyond. USCN exists to promote, preserve and celebrate Ulster-Scots language, history and traditions, and to strengthen the capacity and connectivity of the wider Ulster-Scots community and sector.

USCN operates the Discover Ulster-Scots Centre in Belfast, a dedicated cultural and educational hub, and delivers a wide range of activity including accredited learning, funding support for member groups, sector networking and advocacy, and public engagement through events, publications and digital channels. USCN works closely with member groups, statutory bodies and cultural partners across Ulster and further afield to raise the profile of Ulster-Scots identity and heritage.

Purpose of the Role

The Cultural Development Officer will be the day-to-day point of contact and support for USCN's affiliated member groups, helping them access funding, meet good governance standards, and get more involved in the wider Ulster-Scots community. This is a relationship-focused, hands-on role for someone who enjoys working directly with community groups and volunteers, and who can turn USCN's business plan around funding support, advice and networking into practical, on-the-ground delivery.

This role adds capacity alongside existing Development staff, allowing USCN to respond to member queries more quickly, reach more groups with funding and governance support, and grow the networking and engagement activity set out in our Business Plan.

How This Role Supports Our Organisation

This role brings USCN's strategic aims to life for our member groups on a day-to-day basis, across three of our Strategic Aims.

Raising awareness of Ulster-Scots traditions, history and heritage

The postholder will deliver a series of talks and presentations, both in person and online, and will host group visits to the Discover Ulster-Scots Centre, facilitating trips for a variety of groups. They will help sustain the sector's fundraising capability, supporting grant applicant training and information events for member groups throughout the year, and will contribute to the development of USCN's catalogue of educational content, alongside the smooth running of the Discover Ulster-Scots Centre.

Encouraging wider involvement in the Ulster-Scots community

As the first point of contact for member queries, the postholder will play a central role in keeping USCN responsive to its membership, while helping drive membership growth through committed local engagement. They will support individuals with a shared interest in Ulster-Scots culture to come together and establish new groups, and will help identify and develop funding streams that member groups can draw on.

Promoting and supporting effective groups within the Ulster-Scots sector

The postholder will deliver the advice service that underpins good governance across the sector. Covering safeguarding, constitutions and Access NI checks, through a mix of regular meetings and ongoing query handling. They will run information sessions that help groups work toward Access NI certification, and support the networking events that connect groups across Northern Ireland and the border counties of the Republic of Ireland.

Key Responsibilities

1. Advice & Support to Member Groups

- Act as a first point of contact for member groups and the wider Ulster-Scots community, responding to queries on funding, governance and general support.
- Provide accurate, up-to-date advice on governance matters, including safeguarding, constitutions and Access NI checks.
- Build strong, ongoing working relationships with member groups through regular contact and site visits.

2. Funding & Fundraising Support

- Help identify and promote funding streams relevant to member groups, and support groups through the application process.
- Deliver or support grant applicant training sessions and funding information events.
- Contribute to USCN's own fundraising activity where relevant.

3. Membership Engagement & Growth

- Maintain regular contact with member groups, including monthly engagement activity.
- Support delivery of USCN's membership growth targets by promoting the benefits of membership to prospective groups.
- Help identify and support volunteering opportunities linked to the Discover Ulster-Scots Centre.

4. Networking & Sector Development

- Help organise and deliver networking events bringing member groups together on a geographical or thematic basis.
- Support engagement with groups in the border counties of the Republic of Ireland.
- Represent USCN at relevant sector events and meetings as required.

5. Information Sessions & Accreditation Support

- Plan and deliver information sessions supporting groups toward relevant accreditations.
- Track and report on the number of groups assisted and certificates achieved.
- Deliver a range of talks and facilitate seminars using our database of learning materials

Person Specification

Essential

- Experience working directly with community or voluntary sector groups, ideally in an advice, development or support capacity.
- Good working knowledge of governance requirements relevant to small community/voluntary groups (e.g. safeguarding, constitutions, Access NI).
- Experience helping organisations identify and apply for funding.
- Strong relationship-building and communication skills, with the confidence to support a wide range of groups and individuals.
- Well organised, able to manage a busy caseload of enquiries and relationships across a large membership base.
- Willingness and ability to travel regularly across Northern Ireland and the border counties, including occasional evening/weekend work.
- Experience delivering training or information sessions.
- Full driving licence and access to a vehicle.

Desirable

- An interest in or knowledge of Ulster-Scots language, culture and heritage.
- Experience working within a membership organisation, charity or umbrella body.

How to Apply

Please submit a CV and cover letter outlining your suitability for the role to phillip@ulster-scots.com.

Closing date: 31st August 2026, 12pm.