

# rural MAKING IT HAPPEN ACTION N RECRUITMENT PACK



**Systems & Impact Lead**

**May 2026**



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# Introduction

Dear Applicant,

Thank you for your interest in the role of **Systems & Impact Lead** at Rural Action. This recruitment pack is designed to give you a deeper understanding of who we are, what we do, and the kind of person we're excited to welcome into our team.

Rural Action is a registered charity (NIC108163) established to meet an identified need to support grassroots communities through meaningful, community-driven projects & programmes. We specialise in designing, developing, and delivering initiatives that respond directly to the challenges and opportunities faced by rural people.

Our mission is to inspire action and make a lasting, positive impact on everyday rural life. We believe in the strength of community, the value of shared spaces, and the potential of sustainable living. That includes supporting social enterprise as a vital tool for economic resilience, innovation, and inclusive growth in rural areas.

If you're passionate about making a difference and thrive in a collaborative, purpose-led environment, we'd love to hear from you.

Yours faithfully

**Teresa Canavan**  
**Founder and Chief Executive**



# Our Vision, Mission and Values

## OUR VISION

We believe passionately about engaging people to build a better future. We work to support living, working, sustainable and shared communities.

## OUR MISSION

We seek to inspire action and make a positive contribution to the everyday lives of rural people.

## OUR VALUES

 <p>Open and Transparent</p>	 <p>People and Teamwork</p>	 <p>Can Do Attitude</p>
 <p>Impartial and Fair</p>	 <p>Solutions Focused and Action Orientated</p>	 <p>Creative and Innovative</p>



# Our Work and Ambition

## OUR WORK

We act as a Managing Agent for the International Fund for Ireland (IFI) managing the delivery in Northern Ireland of the IFI Personal Youth Development Programme (PYDP) and the Communities in Partnership (Cross Border) Programme.

We are working in partnership with Cooperation Ireland and East Border Region to animate and provide support to grassroots communities to access funding opportunities under the SEUPB/Pobal managed PEACEPLUS Small Grants Programme.

We are an Open College Network (OCN) accredited centre and deliver the OCN Level 1 in Developing and Managing Community Facilities.

We undertake various assignments and commissions for central and local government, other statutory bodies and the community, voluntary sector including pilot projects, evaluations, programme design, project assessments & appraisals.

We deliver our own 'Rural Action Awards' where we give back to communities each year. So far, we have invested nearly £30,000 in community action projects injecting the equivalent of £1,000 per month back into rural communities.

We have just recently secured two major PEACEPLUS initiatives: *RiSE* (Rural Innovation & Social Enterprise), which focuses on empowering rural communities through enterprise and innovation, and *MCS* (Maximising Community Space), aimed at enhancing shared, inclusive spaces.

## OUR AMBITION

To be the organisation of choice for rural delivery and the 'go to' organisation for ideas, innovations and solutions to rural needs.



# Why work for Rural Action

At Rural Action, we believe that meaningful work starts with a meaningful workplace. Here's what you can expect when you join our team:

- **Purpose-driven impact:** We're passionate about creating real change in rural communities — and everything we do is rooted in that mission.
- **Supportive leadership:** Our managers lead with empathy, encouragement, and a commitment to helping you thrive.
- **Collaborative culture:** We work as one team, celebrating every achievement and learning together.
- **Employee voice matters:** We actively consult with our staff to shape decisions and drive our shared mission forward.
- **Strong foundations:** Every new team member receives a thorough induction to help them feel confident and connected from day one.
- **Growth and development:** We invest in your potential by offering opportunities to build skills, take on new challenges, and grow professionally.

## Benefits

We pride ourselves in being a flexible, family-friendly employer and try to offer the best terms and conditions for our employees to enable them to achieve a healthy work/life balance.

Our benefits include: -

- 25 days annual leave (increasing to 30 after 5 years' service) plus 12 bank and public holidays (based on 35hrs per week, *pro-rata for part-time positions*)
- Enhanced sick leave policy
- Enhanced maternity/paternity/adoption/shared parental leave policies
- Paid compassionate leave
- Employer pension scheme
- Flexible working policy
- Mileage allowance at the prevailing HMRC Rate
- Time off in lieu (TOIL) policy for additional hours worked
- Training & development policy
- Free on-site car parking
- Early finish on Friday's



On successful completion of probationary period:

- Life assurance
- Health insurance
- Hybrid working model to enable working from home



# Job Description

<b>Job Title</b>	Systems & Impact Lead (SIO)
<b>Reporting to</b>	Chief Executive Officer
<b>Grade</b>	Staff Officer (NICS SO scale £37,694 to £38,990)
<b>Hours</b>	35 hours per week
<b>Period</b>	31 <sup>st</sup> October 2028 (subject to funding)

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## Background

We are looking for a Systems & Impact Lead who can help us modernise how we collect, manage and use information. This is a new role, ideal for someone who enjoys improving systems, working with people and turning data into meaningful insight.

You will review our current processes, work with staff to understand their needs, and help us design or source the right systems for a small but ambitious organisation. You'll also work closely with our PEACEPLUS Monitoring & Evaluation Officers to ensure we collect the right data, analyse it effectively and build strong evidence base for our work and for our funders.

This role is perfect for someone who is technically confident but also understands programmes, community work and the importance of evidence-informed practice.

## Purpose and Objectives

The Systems & Impact Lead is a new role focused on the delivery of our PEACEPLUS projects. They will strengthen our organisation's ability to understand, evidence and communicate the difference we make in rural communities. They will lead the development of our internal systems, support staff to use data confidently, and work closely with our PEACEPLUS Monitoring & Evaluation Officers to ensure we collect the right information, analyse it effectively, and a build strong evidence base for our work and our funders.

This role blends technical skill with an understanding of community-focused programmes. It is ideal for someone who can listen, translate needs into practical solutions, and help a small charity modernise its systems in a way that supports our mission.



## Main Duties and Responsibilities

The SIO's detailed activities will be agreed annually with their line manager through an agreed work plan which will include output targets and identified time scales. The broad activities of the post will include:

### **Systems Development & Improvement:**

- Lead a review of current systems and processes to identify gaps, duplication and opportunities for improvement.
- Work with staff to understand their workflows and needs, using a user-centred approach.
- Design, source or adapt appropriate systems for data collection, storage and reporting.
- Ensure systems are accessible, efficient and aligned with organisational priorities.
- Support the integration of digital tools that enhance programme delivery and organisational learning.

### **Data & Evidence:**

- Work with our PEACEPLUS Monitoring & Evaluation Officers to ensure we collect the **right** data, meaningful, proportionate and aligned with our outcomes and compliant with programme rules and GDPR.
- Develop and maintain a clear data management framework for the organisation.
- Support staff to analyse data and turn it into insights that strengthen programmes.
- Produce internal dashboards, summaries and reports that help us understand our impact.
- Ensure compliance with data protection and ethical data practices.

### **Impact & Learning:**

- Help the organisation build a strong evidence base for its work and funders.
- Support teams to embed monitoring, evaluation and learning into their everyday work.
- Work with senior staff to identify trends, learning and opportunities emerging from our data.
- Contribute to funding applications and reports by providing clear, accurate evidence of impact.



### **Staff Support & Capacity Building:**

- Provide training, guidance and hands-on support to staff using new or existing systems.
- Build confidence and capacity across the organisation in data literacy and evidence-informed practice.
- Act as a bridge between technical solutions and programme delivery teams.

### **Collaboration & Organisational Development:**

- Work collaboratively across the organisation to ensure systems support our mission and values.
- Build strong relationships with staff, partners and funders to understand their information needs.
- Contribute to organisational planning and continuous improvement.

### **General**

- Always promote the organisation positively and strive to build and maintain the excellent partnerships that have been developed by the organisation.
- Conduct yourself in a trustworthy, reasonable and responsible manner when undertaking your duties.
- Promote a positive and harmonious working environment where all are treated with respect, equality and fairness and in which no form of intimidation or harassment is tolerated.
- Abide by all the organisation's policies and procedures and ensure that these are implemented fully within your areas of responsibility.
- Within the context of the post, ensure full compliance to health and safety and safeguarding requirements.
- Participate in staff development and training events.
- Any other duties deemed necessary within the postholder's competency to ensure the effective operation of your role within Rural Action or a role where similar experience and/or knowledge and/or skills might be required.



# Our Organisational Values & Expectations

At Rural Action, we believe that how we work is just as important as what we achieve. These principles guide our culture and define what we expect from every member of our team:

## Our Principles

- **Champion our mission:** Always promote Rural Action positively and help strengthen the partnerships that support our work.
- **Act with integrity:** Conduct yourself in a trustworthy, reasonable, and responsible manner in all aspects of your role.
- **Foster respect and inclusion:** Promote a harmonious working environment where everyone is treated with fairness, dignity, and equality — and where intimidation or harassment is never tolerated.

## Our Professional Standards

- **Policy adherence:** Abide by all organisational policies and procedures, ensuring they are implemented fully within your areas of responsibility.
- **Safety and safeguarding:** Maintain full compliance with health and safety and safeguarding requirements relevant to your role.



# Employee Specification

The Employee Specification outlines the essential skills, knowledge, qualifications, and attributes required to successfully carry out the duties of this role. When completing your application form, please ensure you address each criterion listed — drawing on your full range of experience, whether gained through paid employment, voluntary work, education, or other relevant settings.

## Essential Criteria

- **Qualifications**

- Degree level qualification or equivalent experience

- **Experience**

- Experience in data management, systems development or digital transformation.
- Ability to analyse organisational needs and translate them into practical system solutions.
- Strong understanding of monitoring, evaluation and learning in community or programme settings.
- Ability to work collaboratively with staff who have different levels of technical confidence.
- Excellent communication skills, able to explain technical concepts in plain language.
- Strong organisational and problem-solving skills.
- Experience producing reports, dashboards or insights from data.
- Commitment to our mission of supporting rural communities.

- **Skills and Attributes**

- Curious, practical and solutions-focused.
- Able to listen deeply and understand staff needs.
- Comfortable working independently in a small team.
- Patient, supportive and committed to building capacity in others.
- Motivated by helping communities and improving systems that make a real difference.



## Desirable Criteria

- **Experience**

- Experience working in a charity, community development or rural development context.
- Knowledge of impact measurement frameworks.
- Experience with CRM systems, databases or digital tools used in small organisations.
- Understanding of rural issues and the importance of evidence in influencing policy and practice.

## Other Factors

- Access to transport is essential
- Willing and able to travel within NI, Ireland and occasionally further if required.
- Willing and able to work occasional extended hours if required.



# Conditions of Service

The successful applicant will play a key role in helping Rural Action deliver its strategic plan, and as such, a flexible and proactive approach to work is essential.

This post is based in Cookstown, with Rural Action currently operating a hybrid working model. Upon successful completion of the probation period, the postholder will have the opportunity to work flexibly within this model. However, due to the collaborative nature of this role, regular face-to-face engagement with colleagues and partners will be required.

Access to personal transport is essential, as the role involves travel across Northern Ireland, the border region of Ireland, and occasionally further afield to attend meetings and events.

Please note that successful applicants will be required to undergo an Access NI check.

This post is subject to funding and is confirmed until 31<sup>st</sup> October 2028.



# Additional Information

## Equal Opportunities

Rural Action is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## Application Process

The closing date/time for submission of applications is

**12 noon on Wednesday 20<sup>th</sup> May 2026.**

Please ensure your form and any requested supporting documentation is emailed to:

[samantha@ruralaction.co](mailto:samantha@ruralaction.co)

**Please Note: We cannot accept applications received after the closing date/time.**

## Guidance Notes on Applying for this role

Please ensure you complete the application form in full. Rural Action will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.

**ONLY** the details provided by you in your form will be used for determining your eligibility for the post/shortlisting purposes.

## Contact Details

If you have any queries regarding the recruitment process, please contact Samantha ([samantha@ruralaction.co](mailto:samantha@ruralaction.co)) or phone 028 8648 0900.

Thank you for your interest in Rural Action and this post.

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