



Delivered by

**THE NATIONAL LOTTERY
COMMUNITY FUND**

Communications and Engagement Officer (Dormant Assets)

Directorate: Communications, Impact and Influence

Department: Communications and Engagement

Role/ Competency level: Level 2

Reports to: Communications Manager

Role Profile: Communications and Engagement Officer (Dormant Assets)

Role purpose

In addition to distributing National Lottery funding, The National Lottery Community Fund also distributes funding released from dormant bank accounts and other financial products, known as Dormant Assets funding. This funding is made available for social and community benefit across the UK through an independent reclaim body, and is allocated by devolved governments according to agreed policy priorities.

In Northern Ireland, Dormant Assets funding supports community organisations to become more sustainable and resilient, strengthening areas such as governance, digital capability and organisational development.

As a Communications and Engagement Officer, working within the Communications Strategy team, you'll lead communications activity for Dormant Assets NI. You will focus on raising awareness of the programme, engaging with community organisations and third sector networks, and sharing learning and impact through a range of channels.

The role combines proactive communications, relationship building, and close working with Funding, Evidence and Impact and Policy and Engagement colleagues to support meaningful engagement with the voluntary and community sector.

You will ensure communications are clear, accessible and reflective of the communities supported through Dormant Assets NI, informed by a strong understanding of the voluntary and community sector and the wider public policy environment in Northern Ireland.

You will manage a varied and busy workload, taking a proactive, collaborative and flexible approach to delivering high-quality communications that raise awareness of the programme and demonstrate its impact and learning.



Role Profile: Communications and Engagement Officer (Dormant Assets)

Key responsibilities

- Lead communications for Dormant Assets NI, including funding announcements and programme milestones, ensuring messages reach priority audiences through appropriate channels.
- Build and maintain relationships with sector bodies, networks and specialist media, working closely with colleagues across the organisation to raise awareness of Dormant Assets funding.
- Plan and deliver both virtual and in-person grant-holder, stakeholder and learning events, working with the Dormant Assets NI and NI Customer Engagement teams.
- Work with the Fund's media team on proactive and reactive communications, including announcements and handling dormant-assets-related press enquiries.
- Develop impact-focused content, including case studies, newsletters, and web content to demonstrate programme outcomes and learning.
- Work directly with grant holders to gather stories of impact, quotes and visual content, including site visits to supported organisations.
- Support programme visibility, reporting and accountability, liaising with the Department of Finance, Reclaim Fund and partners, and contributing to required reporting using internal systems and CMS tools.



Role Profile: Communications and Engagement Officer (Dormant Assets)

Essential

- Strong communications skills, both written and oral
- Experience in delivering integrated communications activity, using a variety of channels and methods
- Ability to work with a wide range of stakeholders and to develop strong relationships
- Strong organisational and project management skills, with the ability to manage competing priorities
- A good understanding of Northern Ireland's voluntary and community sector, public policy environment and the context in which Dormant Assets NI operates

Desirable

- Experience of working in or communicating with the voluntary, community and social enterprise (VCSE) sector
- An understanding of third sector networks, media and stakeholders in Northern Ireland
- Experience organising both in-person and virtual external meetings and networking events



Role Profile: Communications and Engagement Officer (Dormant Assets)

Role competencies: Level 2

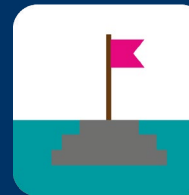
- **Strategic direction**
Understands strategic priorities and seeks to align own actions with team, directorate, and organisational goals.
- **Leading our culture**
Contributes to an inclusive working environment where all opinions and challenges are listened to, and all individual needs including own wellbeing are considered.
- **Working together**
Considers team as well as individual success and adjusts working style and practices to achieve results.
- **Delivering quality results**
Knows what is expected and regularly checks performance against objectives, making suggestions for improvement or taking corrective action where necessary.
- **Diligence and control**
Follows relevant policies, procedures and regulations and acts to prevent problems by identifying and reporting issues and contributing to solutions.
- **Developing self and other**
Takes responsibility for own development, completing and maintaining a Personal Development Plan. Seeks learning opportunities and feedback.

Our Values



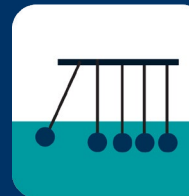
We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.