



CANDIDATE INFORMATION BOOKLET

Programme Manager SEPI (NI)
CI/PMSEPINI/0724
Fixed Term Contract

Completed application and monitoring form must be returned to jobs@happyraspberry.com no later than 4.00pm on 17th July, 2024.

Co-operation Ireland is an Equal Opportunities Employer.



FOREWARD

Thank you for your interest in the position of Programme Manager SEPI (NI) at Co-operation Ireland. The appointment of a Programme Manager SEPI will provide an exciting opportunity for a dedicated individual to join our team. Please refer to the Job Description and Personnel Specification within this booklet for more information about this role.

Included in this information booklet is further information about the vacancy and Co-operation Ireland. Included are the Job Description and Person Specification for the role. You should pay attention to the person specification and to demonstrate in your application form how you meet the essential and desirable criteria for the role.

Please ensure you follow all instructions given. Please note that all applications must be made via the application form and CVs will not be considered.

Happy Raspberry HR Consultancy has been engaged as Co-operation Ireland's Interim HR Support Service Provider and as such will be supporting in the Recruitment and Selection process.

If you have any further queries regarding the role, please do not hesitate to contact jobs@happyraspberry.com.

Best wishes in your application.



Ian Jeffers

Chief Executive Officer

INFORMATION ABOUT CO-OPERATION IRELAND

OUR APPROACH

Co-operation Ireland is an all-island peace-building organisation. We work to build a shared and cohesive society by addressing legacy issues of the conflict and facilitating contact and collaboration between people from different backgrounds across these islands.

Under our current strategic plan, our programmes are primarily targeted at young people and marginalised communities which have experienced the worst impacts of the conflict.

OUR VISION

Co-operation Ireland works to promote and encourage interaction, dialogue and practical collaboration between the peoples of Northern Ireland and between Northern Ireland and Republic of Ireland.

Co-operation Ireland's vision is of:

"A peaceful and stable island where people of all backgrounds live and work together for a better future."

OUR MISSION

Our mission is to sustain peace by helping to build a shared cohesive society. Co-operation Ireland does this by working in partnership with others in these islands to:

- Develop initiatives which address emerging challenges to peace;
 - Facilitate understanding, positive relationships and co-operation across these islands, building a sense of interdependence;
 - Create a supportive environment by building capacity, influencing policy, and Developing collaboration at a strategic level;
 - Share our learning and experience of peace building and practical co-operation internationally.
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OUR VALUES

In carrying out its mission, Co-operation Ireland is guided by the following values:

- Respect for People and their Rights;
- Inclusion, Equality and Fairness;
- Accountability, Integrity and Transparency.

Further information can be found on our website: www.cooperationireland.org



Job Description

Role:	Programme Manager SEPI (NI)
Reports to:	Head of Youth Delivery (NI)
Location:	Co-operation Ireland Office - Belfast
Salary Scale:	Point 4 - £40,000 - £48,000 (per annum)
Contract Period:	Fixed Term Contract - 1 September 2024 - 30 October 2027
Hours per week:	35 hours per week (Co-operation Ireland is committed to providing a positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive flexible working policy).

Job Purpose Summary

The Programme Manager for the Shared Education for Positive Innovation programme will be essential to its successful execution and impact. Responsible for overseeing the implementation of the programme across Northern Ireland, border counties, and the wider island, they will ensure adherence to objectives and timelines while coordinating collaboration among schools, leaders, teachers, and students. With a strong focus on governance, reporting, communication and collaboration, they will ensure compliance with programme structure, work plans and budget and will provide regular reports to stakeholders.

Background

The Shared Education for Positive Innovation programme (SEPI), funded under PEACEPLUS measure 3.1, is a transformative initiative that brings together schools – school leaders, teachers and students – from Northern Ireland, the border counties, and the wider island creating networks for relationship building and shared learning amongst students and educationalists. The programme aims to foster cross-border and cross-community collaboration amongst all target groups through a structured programme of best practice exchange, shared learning and collaborative engagement on common challenges to deliver on the ambition of the PeacePlus programme of a more cohesive society.

Co-operation Ireland will lead the delivery of SEPI in partnership with Catalyst, and with assistance and input from the Education Authority NI, and Leargas.

SEPI will be delivered to 500 schools over a 4-year period and incorporates 2 concurrent and complimentary elements of activity with 2 overarching objectives as follows;

Core Programme: Shared Challenges and Shared Solutions: Building Educational Networks for Peace

- Over a 4-year period, SEPI will establish and operate a dynamic, innovative Shared Education platform, facilitating continuous interaction and collaboration among a core group of 100 schools.

Transformational Schools Leadership Programme: Shared Learning and Collaboration

- Over a 4-year period, SEPI will engage with 400 schools (100 each year) in a programme of shared learning and best practice exchange for school leaders and educationalists.

MAIN DUTIES AND RESPONSIBILITIES

PROGRAMME IMPLEMENTATION AND MANAGEMENT

- Manage the implementation of the Shared Education for Positive Innovation programme, ensuring adherence to objectives and timelines.
- Coordinate with schools, leaders, teachers, and students from Northern Ireland, border counties, and the wider island to facilitate collaboration and shared learning.
- Oversee the operation of a dynamic Shared Education platform for 100 core schools, fostering continuous interaction and collaboration.
- Facilitate engagement with 400 additional schools through a transformational programme, organising shared learning opportunities.

GOVERNANCE AND REPORTING

- Ensure compliance with programme governance structures and reporting requirements.
 - Prepare regular reports on programme activities, outcomes, and financial status for stakeholders including Co-operation Ireland's management and Board, the External Advisory Group and SEUPB.
 - Liaise regularly and proactively with all stakeholders to ensure effective and positive communication and collaboration.
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FINANCIAL MANAGEMENT

- Manage the programme budget effectively, ensuring resources are allocated efficiently to meet programme objectives.
- Closely monitor expenditure and financial transactions, ensuring compliance with Co-operation Ireland and SEUPB financial regulations and guidelines.

STAFF MANAGEMENT

- Lead and manage programme staff, providing guidance, support, and supervision as needed.
- Ensure staff are equipped with necessary skills and resources to carry out their roles effectively.
- Foster a collaborative and supportive working environment within the programme team.

MONITORING AND EVALUATION

- Lead the monitoring and evaluation team to set up an effective and efficient system for the monitoring and evaluation of programme activities and outcomes, collecting data to assess impact and effectiveness.
- Monitor achievement of outputs, results, activities and deliverables, according to the SEPI workplans.
- Evaluate the success of collaborative efforts and shared learning initiatives, identifying areas for improvement and innovation.

DOCUMENTATION AND REPORTING

- Maintain accurate records of programme activities, including participant engagement and outcomes.
- Support in preparing reports for stakeholders, highlighting achievements, challenges, and recommendations for improvement.

PARTNERSHIP AND STAKEHOLDER DEVELOPMENT

- Collaborate with project partners to develop thematic areas and deliver targeted training sessions.
 - Establish and maintain partnerships with schools, educational institutions, and cross sectoral organisations to support programme objectives.
 - Foster relationships among participating schools, promoting cross-border and cross-community collaboration.
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- Collaborate with project partners to develop joint approaches to shared leadership issues across schools.
- Organise conferences, workshops, and seminars to facilitate networking among educationalists and leaders.

COMPLIANCE AND RISK MANAGEMENT

- Identify, mitigate and regularly monitor financial, operational and safeguarding risks to the programme.
- Ensure full knowledge of and compliance with relevant regulations and guidelines governing educational programmes and partnerships, including EU and UK legislation as well as all compliance requirements outlined by SEUPB.

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 the company or a role where similar experience and/or knowledge and/or skills might be required.

This is the description of the job as it is presently constituted. It is the practice of the organisation to periodically examine staff job descriptions and to update them to ensure that they continue to relate to the job. It is the aim of the organisation to reach agreement to reasonable changes following discussion with the post holder.



A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Person Specification

Educational and Professional Qualifications	<i>Essential</i>	<ul style="list-style-type: none"> Professional teaching, training or youth work qualification or other qualification relevant to the role description.
	<i>Desirable</i>	<ul style="list-style-type: none"> 3rd level qualification in a related field.
Previous Experience/ Training	<i>Essential</i>	<ul style="list-style-type: none"> Strong understanding of and practical experience in the education sector. Experience in working with young people. Knowledge and experience with monitoring and evaluation systems and processes. Experience in writing for and communicating with diverse audiences and stakeholders. Experience in leading and managing staff. Proficient with the use of Microsoft Office packages.
	<i>Desirable</i>	<ul style="list-style-type: none"> Experience in reconciliation, promoting good relations, and cross-border peace-building. Proficiency in designing research methodologies and utilising data collection tools. Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.
Other	<i>Essential</i>	<ul style="list-style-type: none"> Willing and able to travel extensively within NI, IRE and occasionally further as required. Willing and able to work extended hours when required (within Co-operation Ireland's Flexible Working Policy). Possession of a valid driver's licence and access to a car for business purposes.

THE SELECTION PROCESS

MAKING YOUR APPLICATION

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the person specification.
- You should ensure that you provide full details of your qualifications including modules achieved and dates including start and finish date.
- You should ensure that you give evidence of your experience in your application form, giving length of experience, examples and dates as required. e.g. 1 August 2020 to 30 September 2023.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the qualifications, experience and skills gained.
- All applications must be made on the standard application form.
- CVs and late applications will not be accepted.
- Incomplete application forms will not be accepted.

SHORTLISTING

- All applications will be screened by the selection panel to determine if they meet the Essential Criteria for the position. Co-operation Ireland does however reserve the right to use the Desirable Criteria if it is necessary to introduce additional job-related criteria, depending on the number of applications received. You should therefore make it clear on your application form how you meet the Desirable as well as the Essential Criteria. Only those who have sufficiently demonstrated on their application form that they meet the eligibility criteria will progress to the next stage.

INTERVIEWS

- It is anticipated that interviews will take place between 29th July 2024 – 2nd August 2024.
 - Candidates should make themselves available for interview during the period specified above. Changes to the above interview period will only be considered in exceptional circumstances.
 - If you wish to withdraw your application at any stage of the process, please email jobs@happyraspberry.com
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- The interview will include situational based and competency based questions.
- The selection panel will design questions to test your knowledge and experience. The person specification detailed above will be used as the basis for the interview questions.

COMMUNICATION REGARDING THIS RECRUITMENT PROCESS

All communications in relation to this role will be issued to the email address given by you. Please ensure that you check your email account to make sure that you do not miss any communications in relation to this recruitment and selection process.

FEEDBACK

Co-operation Ireland is committed to providing feedback in respect to decisions taken in determining eligibility/short-listing as well as at interview. Feedback will be communicated on receipt of a written request. All requests for feedback are welcome.

RESERVE LIST

Should further positions in Co-operation Ireland be identified which are similar to that outlined in the role to which you have applied, a reserve list may be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the final date of interview.

DISABILITY REQUIREMENTS

Co-operation Ireland will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the selection process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact jobs@happyraspberry.com

KEY INFORMATION RELATING TO THIS ROLE

On successful appointment you will be eligible to receive the following:

- An opportunity to earn a gross salary: Point 4 - £40,000 - £48,000 (per annum)
- An attractive pension scheme.
- Generous holidays entitlement – Annual leave – 25 days and Customary Holidays – 12 days (pro rata for part-time or part year service). An additional day of annual leave after 5 and 10 years' service to the organisation.
- Co-operation Ireland is committed to providing a positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive Flexible Working Policy.
- Co-operation Ireland will consider hybrid working arrangements based on the needs of the organisation.
- Cycle to Work Scheme – terms and conditions apply.
- Occupational Sick Pay Scheme – terms and conditions apply.
- Life Assurance.
- Salary Protection – terms and conditions apply.
- Excellent training and development opportunities.

PROBATION

This position is subject to a three-month probationary period. During or at the end of that period your employment will be confirmed, terminated or your probationary period may be extended for a further three-month period.

EQUAL OPPORTUNITY MONITORING FORM

Please note this form is regarded as part of your application. The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Please complete the monitoring form and return along with your application.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS AT 4.00PM on 17th July 2024.

Co-operation Ireland is an Equal Opportunities Employer and welcome all applications.
