# CANDIDATE INFORMATION BOOKLET

## PROGRAMME EXECUTIVE

## PEACE PLUS CHANGE MAKER FUNDS

CI/PECMFNI/1124

## Fixed Term Contract

Completed application and monitoring form must be returned to **vacancies@cooperationireland.org** no later than 12pm Friday 29 November 2024

Co-operation Ireland is an Equal Opportunities Employer.





**FOREWORD**

Thank you for your interest in the position of Programme Executive Peace Plus Change Maker Funds at Co-operation Ireland. The appointment of a Programme Executive Plus Change Maker Funds 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 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.

If you have any further queries regarding the role, please do not hesitate to contact vacancies@cooperationireland.org.

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.

**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](http://www.cooperationireland.org)

**JOB DESCRIPTION**

**Role:**  Programme Executive - Peace Plus Change Maker Funds (NI)

**Reports to:** Programme Manager - Peace Plus Change Maker Funds

**Primary Location:**  Co-operation Ireland Office, Belfast

**Salary Scale:** Point 2 - £28, 000 - £34,000 (per annum)

**Contract Period:**  3 years Fixed Term Contract

**Hours:** 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**

Working as part of a consortium team the Programme Executive will engage with grassroots community organisations from across Northern Ireland and the six Border Counties of Republic of Ireland to encourage applications to Investment Areas 1.2 and 6.2 of the Peace Plus Programme, support the assessment of applications and enable successful applicants to meet the monitoring and reporting requirements of the Peace Plus Programme.

**PEACEPLUS Change Maker Funds Contract background**

Co-operation Ireland, in partnership with East Border Region and Rural Action, have been appointed by SEUPB to work in support of Pobal to deliver Investment Areas 1.2 and 6.2 of the PEACEPLUS Programme. These investment areas will offer grants of between €20,000 and €100,000 for grassroots peacebuilding activities.

**Investment Area 1.2** – Empowering Communities – to empower community, voluntary and statutory organisations at all levels across the Programme Area to contribute to the creation of a more peaceful and prosperous society - €20m

**Investment Area 6.2** – Maintaining and Forging Relationships between Citizens – building up mutual trust, in particular by encouraging people to people actions - €20m

Further detail on each Theme and Investment Area can be found within “The PEACEPLUS  2021-2027 Programme Overview” - [Themes and Investment Areas | SEUPB](https://www.seupb.eu/current-programmes/peaceplus/themes-and-investment-areas).

Our role is to encourage applications to the fund through promotion and engagement activities, to provide application and assessment support and to support successful applicants with programme reporting requirements.

**Main Duties and Responsibilities**

**Promotion and Engagement**

* Undertake outreach and engagement activities at a local community level to encourage applications to Peace Plus Investment Areas 1.2 and 6.2, with a particular focus on those most marginalised within our communities.
* Arrange and deliver events to promote and encourage applications to Investment Areas 1.2 and 6.2

**Applications and Assessment**

* Support a target number of organisations through the application process assisting them to understand programme requirements including the agreed Simplified Cost Option, horizontal principles and eligibility of the programme themes and to submit complete applications through the JEMS system. Assist applicant organisations find a suitable cross border partner through matching organisations who have expressed an interest in project participation
* Perform quality check of applications including- eligibility checklist, application completeness, supporting documentation and bank information, organisation registration/ status, Simplified Cost Option budget completion and managing clarification process with applicants to reach final decision.
* Report to Pobal on completeness of application and readiness for appraisal.
* When required provide the Pobal Programme Appraisal Team with additional contextual information relating to the applicant organisation, local community and/or activities within the project proposal.
* Support the appraisal process by following up on the need for additional/ supporting information with applicants and/ or other 3rd party bodies.

**Documentation and Reporting:**

* Support the establishment and maintenance of adequate monitoring/information management systems to ensure effective information gathering and record keeping.
* Maintain a written record of all contacts with community organisations, and provide briefing reports on events and engagement activity.
* Support in preparing reports for stakeholders, highlighting achievements, challenges, and recommendations for improvement.

**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.

**Additional Duties**

* Follow the PR requirements of the Peace Plus programme including the use of logos on all publicity and communication materials.
* Participate in regular planned and ad hoc meetings with Co-operation Ireland management team and other consortium partners to assess and review the ongoing delivery of the contract.
* Represent Co-operation Ireland and the project in external networks and meetings.

**General**

* Always promote the organisation positivelyand 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.



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**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Educational and Professional Qualifications** | *Essential* | * **Degree level qualification or equivalent experience**
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| *Desirable* | * **3rd level qualification in a related field.**
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| **Previous Experience/****Training** | *Essential* | **Experience Successful Project Delivery including:*** Promotion, Engagement and Onboarding
* Pre Application support and Assessment
* Proficient with the use of Microsoft Office packages.

 **At least one of the following:*** Experience within the last three years of empowering community, voluntary and statutory organisations to contribute to the creation of a more peaceful and prosperous society
* Experience within the last three years of maintaining and forging relationships between Citizens by encouraging people to people actions
* Experience of developing and implementing a strategy of engaging and supports to engage “hard to reach” groups
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| *Desirable* | * Experience of event management to create awareness and support events.
* Experience in reconciliation, promoting good relations, and cross-border peace-building.
* Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.
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| **Other** | *Essential* | * 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.
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**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 week commencing 9 December 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 vacancies@cooperationireland.org.
* 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 tor 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 to take up an appointment. If you wish to discuss your disability requirements further please contact vacancies@cooperationireland.org.

**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 2 - £28,000 - £34,000 (per annum)
* An attractive pension scheme.
* Generous holidays entitlement - Annual leave - 25 days and Customary Holidays - 10 days (pro rota 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 12pm Friday 29th November 2024**

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