# CANDIDATE INFORMATION BOOKLET

## PROGRAMME MANAGER

## PEACE PLUS CHANGE MAKER FUNDS

CI/PMCMFNI/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 Manager Peace Plus Change Maker Funds at Co-operation Ireland. The appointment of a Programme Manager Peace 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 Manager PEACEPLUS Change Maker Funds (NI)

**Reports to:**  Director of Programmes and Strategy

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

**Salary Scale:** Point 4 - £40, 000 - £48,000

**Contract Period:**  3 years fixed term

**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**

The Programme Manager for the PeacePlus Change Maker Funds contract will be essential to its successful execution and impact. Responsible for overseeing the implementation of the project across Northern Ireland and the border counties they will ensure adherence to objectives and timelines, ensuring programme reach across the programme area and enabling ‘hard to reach’ groups to access the programme.

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.

**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.

In high-level terms, the roles of each partner organisation will be as follows:

* **Co-operation Ireland** – overall contract management, including partner management and reporting, communications, helpline/ticketing, Urban outreach and engagement, application development support and eligibility and completeness checks.
* **Rural Action** – Will lead on promotion and engagement in rural areas to include rural outreach and engagement, application development support, eligibility and completeness checks.
* **East Border Region** – Will lead on provision of project management and reporting compliance support including provision of training and compliance support and claims support. They will also assist with the completion of eligibility and completeness checks.

**Main Duties and Responsibilities**

Programme Implementation and Management:

* Oversee and manage the implementation of the SEUPB Delivery Partner for Investment Areas 1.2 and 6.2 contract ensuring adherence to objectives and timelines.
* Coordinate with SEUPB, Pobal and consortium partners to promote Investment Areas 1.2 and 6.2 and provide developmental support to enable grassroots communities to submit applications to PEACEPLUS, resulting in 850 applications.
* Oversee support provided to Pobal relating to the review and assessment of applications.
* Ensure successful applicants are provided with support and guidance to enable them to successfully manage their grant award.

Governance and Reporting:

* Ensure compliance with programme governance structures and reporting requirements both internally and externally.
* Prepare regular reports on programme activities, outcomes, and financial status for stakeholders including Pobal and SEUPB, the SRO Steering Committee and Co-operation Ireland’s Senior Leadership Team.
* Liaise regularly and proactively with all stakeholders to ensure effective and positive communication and collaboration.

Financial Management:

* Manage the project budgets effectively, ensuring resources are allocated efficiently to meet project objectives, ensuring these are delivered to Co-operation Ireland’s commercial advantage.
* Closely monitor expenditure and financial transactions, ensuring compliance with Co-operation Ireland financial regulations and guidelines.

Staff Management:

* Lead and manage an agreed cohort of programme staff, providing guidance, support, and supervision as needed.
* Ensure staff are equipped with the necessary skills and resources to carry out their roles effectively.
* Foster a collaborative and supportive working environment within the project 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 programme workplans.

Partnership and Stakeholder Development:

* Collaborate with project partners to promote the programme and enable target groups to successfully access programme support.
* Establish and maintain partnerships with statutory and community stakeholders to support programme objectives.

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.

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 of 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** | *Essential* | * Degree level qualification or equivalent experience
 |
| *Desirable* | * 3rd level qualification in a related field.
 |
| **Previous Experience/****Training** | *Essential* | * Experience Successful Project Delivery including:
	+ Promotion, Engagement and Onboarding
	+ Pre Application support and Assessment
	+ Project Monitoring and Support
	+ Project Management
	+ Reporting and Evaluation
* Experience of event management to create awareness and support events.
* 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.

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
 |
| *Desirable* | * Experience in reconciliation, promoting good relations, and cross-border peace-building.
* Experience in the promotion and management of grant funding
* Experience of helping organisations find suitable cross border partners
* Experience of providing support in the monitoring and evaluation of programme activity
 |
| **Other** | *Essential* | * Willing and able to travel extensively within NI & the Border Counties of Ireland
* Willing and able to attend regular in-person meetings at CI Belfast & Dublin offices
* Willing and able to work extended hours when required (within Co-operation Ireland’s Flexible Working Policy).
 |



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

**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 4 - £40,000 - £48,000 (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.