# CANDIDATE INFORMATION BOOKLET

## PROGRAMME SUPPORT EXECUTIVE

## PEACE PLUS CHANGE MAKER FUNDS

CI/PSECMFNI/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 Our Generation (IRE) at Co-operation Ireland. The appointment of a Programme Executive Our Generation 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:** Project SupportExecutive (NI)

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

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

**Salary Scale:** Point 1 - £26,000 - £32,000 per annum

**Contract Period:** 3 YearFixed 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**

The Project Support Executive (NI) will play a vital role in providing front-of-house support to Co-operation Ireland’s Belfast Office and administrative assistance for the Peace Plus Change Maker Funds. This individual will be responsible for providing reception activities, handling enquiries related to the Peace Plus Programme Small Grants "Change Maker Funds" (Investment Areas 1.2 and 6.2), maintaining the Peace Plus Change Maker Funds CRM system, and assisting the Consortium team with daily business operations. The role requires excellent communication, organizational, and multitasking skills to manage a wide range of administrative tasks.

**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**

Reception Duties:

* Serve as the first point of contact at CI reception, welcoming visitors and redirecting enquiries to the appropriate staff members.
* Provide logistical support for internal and external meetings, workshops, and events, including managing room bookings, equipment setup, and catering arrangements.
* Handle incoming phone calls, emails, and other communications in a professional and timely manner.

Peace Plus Small Grants Contract 1.2 and 6.2

Administrative Support:

* Support the development and implementation of systems for daily business operations and programme delivery in collaboration with the Programme Manager and team
* Provide administrative support to programme staff and partners, including managing office operations, maintaining record management systems, and organising meetings and events.
* Assist with minute-taking during meetings and ensure the timely distribution of meeting notes and action points.

Helpline and Ticketing system

* Respond to general enquiries about Peace Plus Investment Areas 1.2 and 6.2.
* Maintain a ticketing system to log, track, and allocate support requests to the PeacePlus Change Maker Funds delivery team

Financial Management:

 Manage the financial aspects of the Peace Plus Change Maker Funds contract including budgeting, forecasting, expenditure tracking and preparation of invoices to SEUPB.

Financial Reporting:

* Prepare accurate and timely financial reports for internal and external stakeholders, including programme management, and other partners. Ensure transparency and accountability in financial reporting processes.

Procurement and Contract Management:

* Co-ordinate procurement processes for goods and services required for programme implementation. Manage contracts with vendors, consultants, and service providers, ensuring adherence to procurement regulations and contractual obligations.

Compliance and Risk Management:

* Ensure compliance with all relevant regulations, policies, and procedures related to financial management and procurement.
* Participate in the identification, mitigation and monitoring of financial, operational and safeguarding risks.

Capacity Building:

* Provide training and support to programme staff and partners on financial management procedures, compliance requirements, and best practices in administration.

Audit Preparation and Support:

* Prepare documentation and assist with audits conducted by internal or external auditors. Ensure that all financial records and transactions are accurately documented and readily available for audit purposes.

Communication and Liaison:

* Serve as a point of contact for financial and administrative matters related to the Peace Plus Change Maker Funds Contract.
* Liaise with external stakeholders, including contracting agencies, government authorities, and implementing partners as necessary.

Continuous Improvement:

* Continuously review and improve financial and administrative processes to enhance efficiency, effectiveness, and compliance with programme objectives and regulations.

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** | *Essential* | * GCSE Maths and English at Grade C or above (or equivalent).
 |
| *Desirable* | * Accounting, Business or Financial qualification.
 |
| **Previous Experience/****Training** | *Essential* | * Experience in reception, administrative or similar role.
* Strong organizational and time management skills with the ability to manage multiple tasks simultaneously.
* Excellent communication skills, both verbal and written, with the ability to handle enquiries professionally.
* Experience in procurement processes and managing contracts with vendors or service providers.
* Proficient with the use of Microsoft Office packages and experience with CRM systems.
 |
| *Desirable* | * Experience in minute-taking and managing meetings/events is highly desirable.
* Experience working with grant programmes or in a non-profit environment.
* Familiarity with the Peace Plus Programme or similar community investment initiatives.
 |
| **Other** | *Essential* | * Willing and able to travel within NI, IRE and occasionally further if required.
* Willing and able to work occasional extended hours if 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 1 - £26,000-£32,000 (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.