**JOB DESCRIPTION**

**Role:** Senior Programme Executive – Our Generation

**Reports to:** Head of Civic Society Delivery (NI)

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

**Salary Scale:** Point 3 - £33,000 - £41,000\*[[1]](#footnote-1)

**Contract Period:** Fixed Term Contract until 30th September 2027

**Hours:** 35 hours per week. (Co-operation Ireland is committed to providing positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive flexible working policy).

**Background**

OUR Generation is a Peace Plus project focused on developing Emotional Resilience and promoting Well-Being to support cohesion on both a cross-community and a cross-border basis. The project will be delivered by a consortium, led by Action Mental Health - Co-operation Ireland is a one of the consortium partners.

**Job Purpose Summary**

To lead a team on the design and delivery activity to promote the capacity of children and young people to form positive relationships, build capacity of key contacts and promote sharing of best practice in the programme area.

**Main Duties and Responsibilities**

* Undertake outreach activities at a local community level to engage local groups in project activities, with a particular focus on those groups who represent those impacted by the legacy of conflict including marginalised, isolated or at-risk young people
* Develop supportive, challenging, healthy working relationships with community organisations and their representatives to develop and design an activity and learning for young people in their community.
* Arrange and deliver workshops and/or training seminars with consortium partners to ensure the achievement of the outreach and engagement targets set by the consortium manager.
* To support a reflective process for community participants that will contribute to improvements in programme design.
* 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 project.
* Lead and support a small team of 2 Our Generation Programme Executives in NI and IRE.

**Additional Duties**

**Delivery**

* Support the establishment and maintenance of adequate monitoring/information management systems to ensure effective information gathering and record keeping.
* Gather relevant best practice data on project performance and achievement of key targets.
* Support consortium partners in devising new outreach initiatives that successfully engage “hard to reach” young people and how they might be enhanced to reach and retain those with many complex needs and lives.
* Work with consortium partners to develop an on-line system that provides relevant information to community level organisations.
* Develop linkages with other Peace Plus funded projects, especially those supported under the “Building Positive Relations” and “Children and Young People” strands of the programme to enhance and complement delivery across the programme.

**Learning**

* Develop knowledge on the issue themes facing young people and identification of national and international best practice in peace-building with young people.
* Identify, develop and disseminate effective practice models most likely to effect changes for marginalised young people impacted by these issues.
* Promote a learning culture by identifying models of good practice currently being used and proposed by delivery agents and ensure that the learning is shared.
* To contribute to practice and policy papers which extend best practice learning to local communities.

**Administrative Activities**

* Maintain a written record of all design and development meetings with community organisations, and provide briefing reports on training events/seminars.
* In collaboration with consortium colleagues, contribute to any evaluation of the projects in terms of delivery, impact and quality of outcomes.
* Input non-financial monitoring information onto the Peace IV reporting system regarding the activities undertaken by Co-operation Ireland to fulfil its obligations under the terms of the funding award.
* Follow the PR requirements of the Peace Plus programme including the use of logos on all publicity and communication materials.
* Participate in group/team meetings providing regular updates.
* Represent Co-operation Ireland and the project in external networks and meetings.
* Any other duties appropriate to the grade and nature of the post.

**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.

**PERSON SPECIFICATION**

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| **Educational and Professional Qualifications** | *Essential* | Accredited facilitation qualification/skills. |
| *Desirable* | Nationally recognised 3rd level professional qualification in community development or equivalent.  |
| **Previous Experience/****Training** | *Essential* | * 2 years experience in a community development role.
* Experience in designing, facilitating and delivering community projects at a grassroots level.
* Proficient with the use of Microsoft Office packages.
* Must possess good literacy and numeracy skills.
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| *Desirable* | * Demonstrable experience of good report writing, including monitoring and assessment of project activity.
* Experience of inter-disciplinary and inter-agency work.
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| **Other** | *Essential* | * Organised, efficient and self-motivated individual with sensitivity and openness towards peacebuilding and reconciliation work.
* Able to work and communicate effectively with others of different backgrounds and abilities.
* Experience of developing and nurturing external partnerships with stakeholders.
* Willing and able to travel extensively within NI, IRE and occasionally further as required.
* Willing and able to work extended hour when required, and stay overnight at off-site locations, if 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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A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).



1. Although this post carries the responsibility and pay grade of grade 3, the title is reverting to senior programme executive. This is because Our Generation is a large project with 9 partners led by Action Mental Health, and the lead person’s title is project manager. Therefore use of senior programme executive will mitigate any confusion within the partnership re who is leading OG. [↑](#footnote-ref-1)