



***For the care and support of those bereaved, traumatised or injured
as a result of the
'Troubles'/Conflict in Northern Ireland
and survivors of Historical Institutional Abuse and
Mother and Baby Institutions,
Magdalene Laundries and Workhouses***

Applicant Information Pack

Project Co-ordinator (Resilience)

**Can be based in any WAVE Centre
Full Time (37.5hrs per week)**



*A project supported by the PEACEPLUS Programme,
managed by the Special EU Programmes Body (SEUPB).
The PEACEPLUS Programme is supported by the European Union, the UK Government, the
Northern Ireland Executive, and the Irish Government.*



Dear Applicant,

Post: Project Co-ordinator (Resilience)

Ref: PCO/REG/FEB25/

Thank you for your interest in the above post.

Short listing will be completed on the basis of the information you provide on the application form, therefore please ensure you fully complete **all relevant sections to help us make our decision. Please note that we do not accept CV's.**

Please find enclosed the following: -

- Our Mission and Values
- Job Description
- Personnel Specification
- Outline of Terms and Conditions
- Guidance Notes
- Employment Application Form and Monitoring Form (for completion).

We request that you complete and return this for statistical monitoring purposes.

For information on WAVE, please visit our website www.wavetraumacentre.org.

If you intend to complete and return the Application Form, please also complete and return the enclosed MONITORING QUESTIONNAIRE. This will be treated in confidence. We request this information to help WAVE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle i.e. we select the best person for the job, regardless of religious affiliation, political opinion, belief, age, race, gender, marital status, sexual orientation or disability.

We would like you to know that: -

Only the Application Form is considered by our Recruitment Panel, who shortlist and interview for vacancies. The Monitoring Questionnaire is confidential to our Monitoring Officer who uses it for compiling statistical information and is not seen by the Recruitment Panel.

If you have any questions regarding the information enclosed, please do not hesitate to contact us.

I look forward to hearing from you.

Yours faithfully

Tracey Shirlow
Head of Human Resources

PLEASE NOTE: CLOSING DATE Wednesday 5th March 2025 at 2.00pm
Completed forms should be returned to
recruitment@wavetrauma.org

WAVE: Who we are?

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict. **The philosophy and ethos of the organisation is one of inclusiveness, providing care for anyone irrespective of religious, cultural or political belief.** WAVE promotes a respect for life and an understanding of difference that is seen as enhancing rather than threatening. WAVE continually seeks creative ways of working through issues that have the potential to divide.

Over the years the violence in Northern Ireland has led directly to the deaths of over 3,600 people and resulted in over 40,000 serious injuries. The Cost of the Troubles Study (1997) estimated that, "At the very least 6,800 people have the experience of one of their immediate family - parent or sibling - being killed in a Troubles-related incident." The true cost however, is much higher as the relatives of those killed and maimed have also suffered ill health, disruption of family relationships, impaired functioning, substance abuse and in some cases when their grief became intolerable, suicide.

Over the last thirty years the level of calls and referrals to WAVE has increased year on year. Referrals are received from those affected by violence more recently in addition to those injured, traumatised or bereaved across the last four decades. This indicates the necessity of providing the services offered by WAVE on a long-term basis.

To date WAVE has offered care and support to over 20,000 people, a cross section of adults, young people and children. WAVE works to utilise the benefit of every pound received in funding or donations for the benefit of clients. The organisation's management cost is extremely low at 8%, well below the recommended national level of 15%. WAVE offers exceptional value for funders and strong professional services for clients.

WAVE has extensive community based Trauma Education Programmes, that staff member can access. These programmes have been refined and developed over 25 years and offer students a range of options to meet their learning needs. Trauma Education includes:-

- Short Trauma Courses accredited by the School of Education at Queen's University, Belfast under their Open Learning Programme.
- A BSc. (Hons) in Psychological Trauma Studies is delivered in partnership with the School of Nursing and Midwifery at Queen's University. It remains the only undergraduate trauma programme available in the United Kingdom and Ireland.
- A Postgraduate Pathway in Trauma Studies has been developed in partnership with University College Cork.
- Professional Development in trauma awareness and trauma informed practice for social work, midwifery and nursing students is delivered in partnership with the Schools of Social Work, Medicine and Nursing and Midwifery at Queen's University, Belfast.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from five Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney and Derry Londonderry and services such as Outreach Casework, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Education, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centre's. In August 2021 WAVE opened a new residential centre in Killough, County Down. In addition,

the organisation has a number of satellite projects operating across a range of venues in response to local need. We also source services for those directly affected living outside of Northern Ireland.

Most recently WAVE are delighted to be able to deliver an extensive support programme for survivors of Historical Institutional Abuse (HIA) and the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW). This will include a range of evidence based therapeutic, outreach and health and wellbeing support, welfare, educational programmes and support activities. Services will be delivered through our five regional centres and from our satellite projects to those survivors of HIA and the MBMLW living in Northern Ireland, Ireland, GB and further afield.

Job Description

Job Title: Programme Co-ordinator (Resilience)
Location: In any of WAVE Centres
Reports to: Regional Manager

Background

The PEACEPLUS Programme is a unique cross-border structural funding programme aimed at reinforcing progress towards a peaceful, stable, and prosperous society in Northern Ireland and the border counties of Ireland. PEACEPLUS has been designed to build upon the achievements of the previous PEACE IV programme.

The PEACEPLUS Programme is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Irish Government. It is managed by the Special EU Programmes Body (SEUPB). PEACEPLUS comprises six themes, which are outlined below:



VSS is delighted to have been named as the **Lead Partner** for **Theme 4 (Investment Area 3 – ‘Victims and Survivors’)** of the new PEACEPLUS Programme.

Investment Area 3 (Victims and Survivors) of Theme 4 (Healthy and Inclusive Communities) aims to further build on the health and wellbeing support and services delivered to victims and survivors of the Troubles/conflict as part of our previous PEACE IV project.

The **objective** of this Theme & Investment Area is to contribute to the creation of a more cohesive society through an increase in the provision of **Health and Wellbeing** and **Advocacy Support** for victims and survivors.

This post has been developed as part of the VSS – PULSE (Partnership for Understanding, Learning, Support and Education) project funded through **Investment Area 3 (Victims and Survivors) of Theme 4 (Healthy and Inclusive Communities)** to improve the health and wellbeing of victims and survivors by increasing and improving access to high quality, trauma informed services across, Northern Ireland, Great Britain, and the Republic of Ireland, through the continuation, development, and enhancement of an integrated, outcomes based, holistic community led support programme.

Resilience Programme:

The Resilience Programme delivered through the VSS – PULSE will deliver a range of health and wellbeing and resilience building interventions such as social isolation programmes, in collaboration with other community and voluntary organisations within the local community.

Purpose of the Role:

Project Co-ordinators in collaboration with VSS - PULSE Partners, our cross-border partner POBAL and the wider community and voluntary sector working with victims and survivors will

develop community development plans, co-designed with organisations supporting victims and survivors, to deliver resilience programmes that meet the needs of victims and survivors in a bespoke way.

The PEACEPLUS Resilience Programme Co-ordinator will be one of 5 Resilience Co-ordinator's across the VSS – PULSE Partnership responsible for the Co-Design, collaboration and implementation of the VSS – PULSE Resilience programme.

Responsibilities:

- Develop a co-designed Resilience Programme in collaboration with VSS – PULSE Project Partners and organisations funded through the Victims and Survivors Service (VSS).
- Work in partnership with key stakeholders including the VSS funded organisations and the wider community and voluntary sector, to prepare annual resilience action plans and be responsible for the plans implementation including monitoring and evaluation of agreed targets and outcomes.
- Work in collaboration with Lead Health and Wellbeing Caseworkers to identify individuals who would benefit from participation in resilience activities.
- Prepare reports for management on the achievements of the resilience programme and make recommendations for continuous development and improvement.
- Attend and contribute working group meetings associated with the delivery of the resilience programme.
- Maximise the success of the overall Resilience Programme and annual delivery plans by being response and solution focused.

Business Improvement and Quality Management:

- Manage the security/processing of sensitive and confidential client information in keeping with the requirements of GDPR legislation.
- Ensure that all records, manual and/or computerised are held securely and all information is treated as confidential as per the WAVE's Data Protection policy and procedures
- Deal with aspects of tendering and procurement in accordance with organisational policies and procedures under the direction of the line manager.
- Report immediately to the Line Manager any matter or concerns that may constitute reputational risk to WAVE.
- Promote a culture of continuous service improvement through the appropriate sharing of constructive feedback, case studies or testimonies and work with relevant statutory, community and voluntary sector organisations to implement improvements.

Personal Development, Performance and Professionalism:

- Maintain high standards of personal accountability and ethical practice which are aligned with WAVE's values, ethos and policy and procedural frameworks.
- Ensure that the ethos of WAVE is promoted and that you act as an Ambassador for the organisation at all times.
- Maintain annual renewal of Northern Ireland Social Care Council (NISCC) registration.

- Maintain and record continuous professional development in accordance with the conditions associated with NISCC (to include recording any training undertaken, participation on forums or any personal reading i.e. journals, articles, books etc) that is required in order fulfil the obligations of NISCC.

Other:

- Undertake training as required.
- Undertake as required any work identified by the Line Manager, Director of Operations or Chief Executive Officer.
- Attend WAVE staff, service delivery and other meetings as required.
- Any other reasonable duties requested by the Line Manager, Director of Operations or Chief Executive Officer.

This job description outlines the core role of the Project Co-ordinator as it is currently. Additional elements within grade and competence may be added as the role develops.

Personnel Specification

Job Title: Project Co-ordinator (Resilience)

Selection Criteria	Essential	Desirable	Method of Assessment
<p>1.*Qualification/Education</p> <p>(i).Possess a (Level 6) University Degree or Professional Qualification or equivalent Qualification in a relevant area i.e. Health and Social Care, Social Work, Social Science, Nursing or equivalent.</p>	✓		A
<p>2. *Experience</p> <p>*For candidates who hold a University Degree, they must demonstrate 2 years' experience in the following areas:-</p> <p>*For candidates who do not hold a University Degree, they must demonstrate 5 years' experience in the following areas:-</p> <p>(i) Practical project or programme management within the community and voluntary sector.</p> <p>(ii) Practical experience of working in collaboration with a range of key stakeholders to achieve a common goal.</p> <p>(iii) Practical experience of project monitoring and evaluation against key outcomes.</p> <p>(iv) Experience of analysing financial and non-financial information and producing recommendations to management.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>3.Other Requirements</p> <p>(i). *Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post).</p> <p>(ii).Currently registered with the Northern Ireland Social Care Council (NISCC) OR A willingness to register and be responsible for the initial registration fee and upkeep of annual renewal of registration.</p> <p>(iii) A willingness to work unsociable hours as required.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>A</p> <p>A</p> <p>A</p>



Outline - Terms and Conditions of Employment

The following information represents the key terms and conditions of this post and should not be viewed as a Contract of Employment.

Salary: £36,124 per annum

Place of Work: In any WAVE Centres

***Hours of Work:** **Full Time – 37.5 hours**
9.00 am to 5.00 pm Monday to Thursday
9.00 am to 4.30 pm Friday
Evening work may be required.

Travel: You will be required to travel to our respective centres and other venues for trainings/meetings etc. as and when required.

Pay Periods: You will be paid on the third last working day of the month.

Probationary Period: Normally six months.

Holidays: 25 days per annum, pro rata (increasing with service) and 11 statutory days. The leave year operates from April to March.

Benefits:

- 8% employer pension
- Mileage payable at 0.45p
- External Supervision
- Training and Development (free WAVE trauma education training)
- Support to complete Continued Professional Development (CPD)

- Working as part of a multi-disciplinary team providing holistic support

- Part of exciting Regional Trauma Service joining statutory and voluntary trauma services

- Employee Support Package: -
 - Increased annual leave
 - Christmas Eve off (if falls with working week)
 - A one off 3 days award for a significant life changing event (moving house, marriage, civil partnership ceremony, graduation, holiday etc)
 - Healthcare cashback plan

Smoking/Vaping Policy: WAVE operates a non-smoking/vaping policy.

Pre-employment Checks:

The successful candidate will be required to undertake pre- employment checks which will include an Enhanced Access NI Disclosure check and satisfactory references.