

## **JOB DESCRIPTION**

<b>Job Title:</b>	Programme Manager for Colin Early Intervention Community Project
<b>Salary:</b>	£35,662 per annum (FTE £44,577)
<b>Hours:</b>	30 hours per week (May increase to 37.5 hours, subject to additional funding secured)
<b>Duration:</b>	Up to 31 <sup>st</sup> March 2026 (Subject to continued funding)
<b>Location:</b>	Colin Area
<b>Line Manager:</b>	Neighbourhood Renewal Manager

Colin Neighbourhood Partnership (CNP) is an award-winning Neighbourhood Renewal organisation based in the Colin area of West Belfast. The Partnership consists of local people and organisations, elected and community representatives, and government bodies.

CNP manage and deliver several projects and programmes as well as many community events designed to change the cycle of deprivation that has persisted in the West Belfast area. This cycle of deprivation requires a comprehensive initiative and specifically programmes that enables children, their families and communities to aspire and seize the opportunities that are available.

### **Job Purpose**

The Colin Early Intervention Community was established in 2011 and is a collaboration of the Community, Voluntary and Statutory sectors focusing on the Twinbrook, Poleglass, Kilwee and Lagmore areas. The early intervention initiative is seeking to improve health, education and social outcomes for children and families through the development of early intervention initiatives and services. The purpose of these services and projects will be to support parent /child attachment, provide family support and help young people make the transition to adulthood.



**Vision:**

**“Children, young people and families of the Colin community will have the best possible lives where hope will flourish”.**

As Programme Manager you will be required to drive the continuing development of the Colin Early Intervention Community. The Programme Manager will provide a single point of responsibility for the day to day-to-day oversight of the project

**SPECIFIC TASKS:**

- 1) To lead and manage this high profile, critical and challenging programme which includes managing the delivery of the programme.
- 2) To lead on the planning, implementation, and future development of the programme, through the management of Early Intervention initiatives and supporting work streams, across the Colin area.
- 3) Continue to review the needs and outcomes and propose programmes and projects to address the outcomes and make recommendations to the Early Intervention Programme Board.
- 4) Undertake procurement and make recommendations to the Early Intervention Programme Board.
- 5) Ensure projects and their performance measures are consistent with the overall vision and aims,
- 6) To actively performance manage the Early Intervention programme to ensure initiatives of the project are delivered and to address situations if progress is delayed.
- 7) Be responsible for producing regular performance reports for the Early Intervention Programme Board on progress.
- 8) To be responsible for securing full engagement of key stakeholders at all stages of the programme, e.g. schools, health and community.
- 9) To be responsible for directing and leading the delivery of this programme ensuring control systems are established to map progress.
- 10) Identify, analyse and interpret relevant activity data in order to define, challenge and secure best practice underpins the programme. In addition, using the information to set standards and use for decision-making for specific projects.
- 11) Identify gaps in provision and source appropriate funding to address them.
- 12) To have delegated responsibility for budget and to monitor effectively.

## PERSONAL SPECIFICATION

### Programme Manager Colin Early Intervention Community

Ref	Area	Essential (E) ✓	Desirable (D) ✓
<b>Education / Professional Qualifications</b>			
E1	Educated to honours degree level at a university e.g. Community Development, Youth Work, Social Work, Education.	✓ (short listing)	
E2	Experience in Project Management, including time, quality and financial management.	✓ (short listing and interview)	
<b>Experience and Knowledge</b>			
E3	Theoretical knowledge and five years practical experience of driving service improvement.	✓ (short listing and interview)	
E4	Experience of direct and indirect management of professional teams.	✓ (short listing and interview)	
E5	Building effective collaborative relationships with a wide range of stakeholders, e.g. schools, health and community, to ensure optimum outcome for the project.	✓ (short listing and interview)	
<b>Skills and Competencies</b>			
E6	Ability to effectively move between strategic and operational level thinking.	✓ (short listing and interview)	
E7	High level leadership skills and people management skills.	✓ (short listing and interview)	
E8	Ability to challenge and influence established beliefs and behaviour norms in order to deliver service improvements.	✓ (short listing and interview)	
E9	Negotiation and conflict resolution skills.	✓ (short listing and interview)	
E10	Ability to lead multi-disciplinary and multi-agency groups to achieve the optimum outcome for all parties.	✓ (short listing and	

		interview)	
<b>E11</b>	High level communication skills with multiple stakeholders including 'public speaking' capability, ability to pitch both style and content of a presentation suit the audience(s) and effectively convey the message.	✓ (short listing and interview)	
<b>VALUES &amp; BEHAVIOURS</b>			
<b>E12</b>	Interested in and knowledge of the issues effecting the Colin area	✓ (interview)	
<b>E13</b>	Ability to work flexibly to meet the requirements of the post.	✓ (interview)	

## FURTHER INFORMATION AND APPLICATION DETAILS

The person specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. **Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.**

We strongly advise that you check carefully that all sections of the application form are completed and will be clearly visible when printed out. The format of the application form may in some cases result in word processed text at the bottom of a page 'disappearing' rather than carrying over to the next page. Where necessary, finish your answer to a specific criterion on a separate page, and number it so that it's clear which criterion your answer relates to. If in doubt, do a print check of your application before sending it to us. It's your responsibility to ensure that we have a complete application.

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

Colin Early Intervention Community reserves the right to use the desirable criteria for short-listing.

Candidates must complete and submit the completed application and monitoring form to [bernadette@newcolin.com](mailto:bernadette@newcolin.com). The closing date for confirmed



receipt of Application Forms is **4.00 pm on Friday 4<sup>th</sup> April 2025**. No application forms received after this time will be considered. Please do not submit CVs. When we receive your application by email (to [bernadette@newcolin.com](mailto:bernadette@newcolin.com)) we will send an email reply acknowledging receipt. However, in the unlikely event you do not receive a reply, it is your responsibility to confirm receipt of your application with us before the deadline, so that it can be sent to you again if necessary.

Interviews for these posts are expected to take place in Colin on Thursday, 17<sup>th</sup> April 2025.

Shortlisted candidates for these posts, deemed appointable but unsuccessful on this occasion, may be placed on a reserve list, if they agree, for subsequent vacancies that may arise within the following 12 months.

**COLIN NEIGHBOURHOOD PARTNERSHIP IS AN EQUAL OPPORTUNITIES EMPLOYER**