



Candidate Information Booklet

PeacePlus Project Coordinator

(Fixed Term Contract)

Ref: T24-133BUS PEACEPLUS Our Shared History

Closing date for applications:

11/04/2025

***“A project supported by the European Union’s PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).”***

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**JOB DESCRIPTION**

**Post :** PeacePlus Project Coordinator (Fixed Term Contract)

**Responsible to :** Tar Abhaile (Derry’s Republican Ex-Prisoners’ Group).

**Salary :** £30,000 per annum

**The location of this post is:** The Moor Ward of Derry and Strabane District Council.

**Background**

Tar Abhaile is a group in the Derry City area, providing services to republican ex-prisoners and their families.

The project ***‘Our Shared History’*** project seeks to: -

* provide events such as tours, visits to museums and attractions as well as workshops and dialogue that endeavour to alleviate issues of sectarianism, racism and cultural diversity. It promotes peace building through sharing our history.
* strengthen relationships between the political ex-prisoner community and other groups and sectors across the region.
* provide emotional and self-help support;
* deliver programmes, events and services that builds capacity and empowers communities to express their own identity and increase civic pride and citizenship.
* ensure that our shared futures are based on equality of citizenship in a peaceful society.
* provide training with accreditation / certification to participants in the skills of tour guiding and improve skill sets for improved employability.

**General Duties**

1. To develop a strategic focus for the political ex-prisoner network in relation to post PeacePlus.
2. The implementation of the ***Our Shared History*** programme includes providing guidance and advice on its implementation and associated tasks.
3. To be responsible for the recruitment of participants onto three six-month long cohorts of the programme, ensuring the appropriate balance is achieved.
4. To be responsible for organizing tours, excursions and Café Culture events including the preparation and delivery of presentations about cross-community relations and cultural diversity issues.
5. To develop and maintain appropriate engagements with communities across an extensive geographical area.
6. To work with key stakeholders to strengthen and build collaborative approaches ensuring that activities are delivered in a coordinated and coherent manner.
7. To co-operate with organizations, outreach to other minority groups, organize and coordinate all activities relevant to this post.
8. To strengthen relationships between the political ex-prisoner community and other groups and sectors across the region, founded on the principle of reconciliation and understanding
9. Build new relationships with other legacy groups to create dialogue about the past and promote understanding and healing
10. Establish relationships with external service providers to address welfare, mental health and well-being issues experienced by all communities about building a better, shared future for all
11. To provide leadership on strategic policy development on behalf of the client base in the changing political climate of Ireland.
12. Successful applicants will manage and maintain records of tangible results and outputs in the delivery of the project which is aligned with the overall objectives of the Programme.

**Specific Duties**

1. To ensure full delivery of the aims and objectives of the PeacePlus Programme.
2. To ensure all the requirements of the workplan and targets of the PeacePlus Programme are met.
3. To ensure good practice and good governance in that delivery.
4. To maintain good standards of organisation, financial controls and efficient co-ordination for the duration of the project.
5. To be responsible for coordinating any programme activity budget.
6. To adhere to guidelines set by the funders for return of appropriate reporting forms and invoices.
7. To maintain quantitative and qualitative records of the programme.
8. To participate in the evaluation of the programme.
9. To participate in the promotion of the programme.
10. To build effective working relationships with the PeacePlus working group and all others involved in the delivery of the project outcomes.
11. Engage with both statutory and non-statutory service providers to promote reintegration by improving access to services
12. To write reports for and attend monthly meetings of Tar Abhaile.
13. He/she will recruit participants from different backgrounds for the activities planned in the ***‘Our Shared History project.’***
14. He/she will attend meetings with the local council project officer and if required other members of the council team or SEUPB representatives.
15. To guide walking history tours and coach tours, using a microphone on coaches.
16. To teach groups of participants OCN Level 2 Political Tour Guiding, mark / assess their written course work, process the coursework via a secondary agency for secondary marking, to OCN NI for certification.
17. She/he will author or construct documents as necessary for activities e.g. risk assessments and/or scripts for specific history tours.
18. To undertake such other reasonable duties as may be required.

**Other Duties**

1. Ensure the continuation of peace-building, reconciliation and outreach activity.
2. Will manage and maintain records that will measure attitudinal change in those participating in the activities of the project.
3. Will promote the interests and image of the organisation through liaison with external agencies who affect the work of the organisation and by representing the organisation on appropriate and relevant bodies.

**PERSONNEL SPECIFICATION**

The successful candidate will be enthusiastic, highly motivated and creative and have a comprehensive understanding of the economic, social and cultural issues impacting on the lives of political ex-prisoners and their families in the wake of the outworkings of the Good Friday Agreement and subsequent agreements.

**Essential Criteria:**

The applicant must have:

1. 3rd Level education or equivalent or 3 years’ experience of work in this field.
2. Extensive experience in guiding walking tours and coach tours.
3. Qualification in Level 2 OCNNI Political Tour Guiding.
4. She/he has obtained the certificate of Professional Development in OCNNI Assessment Training.
5. A good knowledge and awareness of health and safety, especially risk assessment.
6. Excellent knowledge of Irish History.
7. Computer literate – with a working knowledge of word-processing, internet and e-mail as well as Microsoft packages including Word, PowerPoint and Excel.
8. At least 3 years out of the last 5 years in Organisational and Project Development.
9. Experience and knowledge of Financial Control/Budgeting.
10. Experience and knowledge of funding bodies and strategies.
11. Experience and knowledge of Monitoring & Evaluation procedures.
12. An understanding of and sensitivity to issues facing political ex-prisoners and their families.
13. Evidence of high-level communication skills, both oral and written
14. Evidence of ability to interact with partner organisations.
15. Evidence of relationship-building with PUL communities, specifically former Loyalist prisoners.

**Desirable Criteria:**

1. Qualification in Community Development
2. Level 6 education or higher
3. Experience of networking and Public Relations skills
4. Display understanding of community needs
5. Experience of working within a team

**Shortlisting Process**

A shortlist of candidates for interviews will be prepared based on the information contained in the application form. It is essential that all applicants demonstrate on their application form how and the extent to which they satisfy each of the Essential Criteria. In order to facilitate manageable shortlists, the Desirable Criteria may be used.