**JOB DESCRIPTION**

**Role:**  Programme Executive Our Generation (IRE)

**Reports to:**  Senior Programme Executive Our Generation

**Primary Location:** Co-operation Ireland Office, Monaghan Peace Campus

**Salary Scale:** Point 2 - €43, 000 - €49,000 (per annum)

**Contract Period:** Fixed Term Contract until 30 October 2027

**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**

To design and deliver activity under the “OUR Generation Project” that will enhance the capacity of children and young people to form positive and effective relationships with others of a different background and build capacity of key contacts relating to youth mental health and wellbeing issues and promote the sharing of best practice across the Programme Area to improve service delivery.

**Our Generation 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 is delivered by a consortium, led by Action Mental Health - Co-operation Ireland is one of the consortium partners.

**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.

**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* | * Professional teaching, training or youth work qualification or other qualification relevant to the role description.
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| *Desirable* | * 3rd level qualification in a related field.
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| **Previous Experience/****Training** | *Essential* | * Strong understanding of and practical experience in the education sector.
* Experience in working with young people.
* Knowledge and experience with monitoring and evaluation systems and processes.
* Experience in writing for and communicating with diverse audiences and stakeholders.
* Proficient with the use of Microsoft Office packages.
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| *Desirable* | * Experience in reconciliation, promoting good relations, and cross-border peace-building.
* Proficiency in designing research methodologies and utilising data collection tools.
* Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.
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| **Other** | *Essential* | * Willing and able to travel extensively within NI, IRE and occasionally further as required.
* Willing and able to work extended hours when 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).**

