**JOB DESCRIPTION**

**Role:** Programme Manager, SEPI (NI)

**Reports to:** Head of Youth Delivery (NI)

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

**Salary Scale:** Point 4 - £40, 000 - £48,000

**Contract Period:** Fixed Term Contract - 1 September 2024 – 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**

The Programme Manager for the Shared Education for Positive Innovation programme will be essential to its successful execution and impact. Responsible for overseeing the implementation of the programme across Northern Ireland, border counties, and the wider island, they will ensure adherence to objectives and timelines while coordinating collaboration among schools, leaders, teachers, and students. With a strong focus on governance, reporting, communication and collaboration, they will ensure compliance with programme structure, work plans and budget and will provide regular reports to stakeholders.

**SEPI Background**

The Shared Education for Positive Innovation programme (SEPI), funded under PEACEPLUS measure 3.1, is a transformative initiative that brings together schools – school leaders, teachers and students - from Northern Ireland, the border counties, and the wider island creating networks for relationship building and shared learning amongst students and educationalists. The programme aims to foster cross-border and cross-community collaboration amongst all target groups through a structured programme of best practice exchange, shared learning and collaborative engagement on common challenges to deliver on the ambition of the PeacePlus programme of a more cohesive society.

Co-operation Ireland will lead the delivery of SEPI in partnership with Catalyst, and with assistance and input from the Education Authority NI and Leargas.

SEPI will be delivered to 500 schools over a 4-year period and incorporates 2 concurrent and complimentary elements of activity with 2 overarching objectives as follows;

Core Programmme: Shared Challenges and Shared Solutions: Building Educational Networks for Peace

* Over a 4-year period, SEPI will establish and operate a dynamic, innovative Shared Education platform, facilitating continuous interaction and collaboration among a core group of 100 schools.

Transformational Schools Leadership Programme: Shared Learning and Collaboration

* Over a 4-year period, SEPI will engage with 400 schools (100 each year) in a programme of shared learning and best practice exchange for school leaders and educationalists.

**Main Duties and Responsibilities**

Programme Implementation and Management:

* Manage the implementation of the Shared Education for Positive Innovation programme, ensuring adherence to objectives and timelines.
* Coordinate with schools, leaders, teachers, and students from Northern Ireland, border counties, and the wider island to facilitate collaboration and shared learning.
* Oversee the operation of a dynamic Shared Education platform for 100 core schools, fostering continuous interaction and collaboration.
* Facilitate engagement with 400 additional schools through a transformational programme, organizing shared learning opportunities.

Governance and Reporting:

* Ensure compliance with programme governance structures and reporting requirements.
* Prepare regular reports on programme activities, outcomes, and financial status for stakeholders including Co-operation Ireland’s management and Board, the External Advisory Group and SEUPB.
* Liaise regularly and proactively with all stakeholders to ensure effective and positive communication and collaboration.

Financial Management:

* Manage the programme budget effectively, ensuring resources are allocated efficiently to meet programme objectives.
* Closely monitor expenditure and financial transactions, ensuring compliance with Co-operation Ireland and SEUPB financial regulations and guidelines.

Staff Management:

* Lead and manage programme staff, providing guidance, support, and supervision as needed.
* Ensure staff are equipped with necessary skills and resources to carry out their roles effectively.
* Foster a collaborative and supportive working environment within the programme team.

Monitoring and Evaluation:

* Lead the monitoring and evaluation team to set up an effective and efficient system for the monitoring and evaluation of programme activities and outcomes, collecting data to assess impact and effectiveness.
* Monitor achievement of outputs, results, activities and deliverables, according to the SEPI workplans.
* Evaluate the success of collaborative efforts and shared learning initiatives, identifying areas for improvement and innovation.

Partnership and Stakeholder Development:

* Collaborate with project partners to develop thematic areas and deliver targeted training sessions.
* Establish and maintain partnerships with schools, educational institutions, and cross sectoral organisations to support programme objectives.
* Foster relationships among participating schools, promoting cross-border and cross-community collaboration.
* Collaborate with project partners to develop joint approaches to shared leadership issues across schools.
* Organise conferences, workshops, and seminars to facilitate networking among educationalists and leaders.

Documentation and Reporting:

* Maintain accurate records of programme activities, including participant engagement and outcomes.
* Support in preparing reports for stakeholders, highlighting achievements, challenges, and recommendations for improvement.

Compliance and Risk Management:

* Identify, mitigate and regularly monitor financial, operational and safeguarding risks to the programme.
* Ensure full knowledge of and compliance with relevant regulations and guidelines governing educational programmes and partnerships, including EU and UK legislation as well as all compliance requirements outlined by SEUPB.

**General**

* Always promote the organisation positively and 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.
* Experience in leading and managing staff.
* 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).**

