



# CANDIDATE INFORMATION BOOKLET

Programme Executive  
YouthImpact (IRE)  
CI/PEYI/0724  
Fixed Term Contract

Completed application and monitoring form must be returned to [jobs@happyraspberry.com](mailto:jobs@happyraspberry.com) no later than 4.00pm on 22nd July, 2024.

Co-operation Ireland is an Equal Opportunities Employer.



# FOREWARD

Thank you for your interest in the position of Programme Executive YouthImpact (IRE) at Co-operation Ireland. The appointment of a Programme Executive YouthImpact will provide an exciting opportunity for a dedicated individual to join our team. Please refer to the Job Description and Person Specification within this booklet for more information about this role.

Included in this information booklet is further information about the vacancy and Co-operation Ireland. Included are the Job Description and Person Specification for the role. You should pay attention to the person specification and to demonstrate in your application form how you meet the essential and desirable criteria for the role.

Please ensure you follow all instructions given. Please note that all applications must be made via the application form and CVs will not be considered.

Happy Raspberry HR Consultancy has been engaged as Co-operation Ireland's Interim HR Support Service Provider and as such will be supporting in the Recruitment and Selection process.

If you have any further queries regarding the role, please do not hesitate to contact [jobs@happyraspberry.com](mailto:jobs@happyraspberry.com).

Best wishes in your application.



Ian Jeffers

Chief Executive Officer

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# INFORMATION ABOUT CO-OPERATION IRELAND

## OUR APPROACH

Co-operation Ireland is an all-island peace-building organisation. We work to build a shared and cohesive society by addressing legacy issues of the conflict and facilitating contact and collaboration between people from different backgrounds across these islands.

Under our current strategic plan, our programmes are primarily targeted at young people and marginalised communities which have experienced the worst impacts of the conflict.

## OUR VISION

Co-operation Ireland works to promote and encourage interaction, dialogue and practical collaboration between the peoples of Northern Ireland and between Northern Ireland and Republic of Ireland.

Co-operation Ireland's vision is of:

"A peaceful and stable island where people of all backgrounds live and work together for a better future."

## OUR MISSION

Our mission is to sustain peace by helping to build a shared cohesive society. Co-operation Ireland does this by working in partnership with others in these islands to:

- Develop initiatives which address emerging challenges to peace;
  - Facilitate understanding, positive relationships and co-operation across these islands, building a sense of interdependence;
  - Create a supportive environment by building capacity, influencing policy, and Developing collaboration at a strategic level;
  - Share our learning and experience of peace building and practical co-operation internationally.
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## **OUR VALUES**

In carrying out its mission, Co-operation Ireland is guided by the following values:

- Respect for People and their Rights;
- Inclusion, Equality and Fairness;
- Accountability, Integrity and Transparency.

Further information can be found on our website: [www.cooperationireland.org](http://www.cooperationireland.org)



## Job Description

<b>Role:</b>	Programme Executive YouthImpact (IRE)
<b>Reports to:</b>	Programme Manager, YouthImpact (YIP), National Youth Council of Ireland
<b>Accountable to:</b>	Head of Delivery (NI)
<b>Location:</b>	Co-operation Ireland Office, Monaghan Peace Campus
<b>Salary Scale:</b>	Point 2 - €43,000 - €49,000 (per annum)
<b>Contract Period:</b>	Fixed Term Contract until 30th September 2027
<b>Hours per week:</b>	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 Co-operation Ireland Programme Executive will be an integral part of the team who will deliver on supporting the organisations, youth workers and practitioners who have been successful in securing PEACEPLUS youth programmes within measure 3.2 - <https://www.seupb.eu/latest/news/christmas-celebrations-youth-services-seupb-announce-eu45m-funding>.

While the Programme Executive will be employed and line managed by Co-operation Ireland, they will report to the Programme Manager who will sit within the National Youth Council of Ireland.

Led by the Programme Manager, the Co-operation Ireland Programme Executive will work together with counterparts in the partner organisations to deliver and on the activities and deliverables as outlined in a set workplan. Although each will lead on specific areas and bring specialisms, all members of the team will be involved with the design, planning, delivery, evaluation and reporting of all deliverables.

The role will involve supporting delivery agents in their tasks, monitoring their performance, managing events, and providing general coordination and communication. This includes mentoring, troubleshooting, data collection and analysis, organising workshops and training, and maintaining communication with stakeholders.

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## **Background**

YouthImPact (YIP) is a cross community and cross border programme, acting as a Quality & Impact Body (QIB) for the EU PEACEPLUS Youth Programme. YIP is a cross border partnership of four regional organisations: Co-operation Ireland (CI) (Lead Partner); Ulster University (UU); National Youth Council Ireland (NYCI); and Pobal.

The objective of this partnership is to provide a quality assurance and impact support role for the work and workers in the PEACEPLUS Youth Programme, who will be delivering peace-building programmes for young people aged 14-24 across Northern Ireland and the border counties of Ireland.

YIP will offer training to youth workers and practitioners to improve their peace-building and capacity to work with young people, with a focus on key themes which feature across all projects: good relations and peacebuilding; citizenship and building social activism; personal development; employability skills development; positive progression; what is youth work?

The project will provide this role through a range of activities including learning and best practice events, Young Voices events, guidance and resources. This will allow them to ensure the highest quality of the delivery projects and to maximise the impact of their projects. YIP will build a network for progression services and statutory career services.

YIP uses the principles of co-design, participatory processes and strengths-based approaches to build a strong community of practice.

## **Main Duties and Responsibilities**

### **Practitioner Support**

- Serve as the main contact for a specific group of delivery agents, offering ongoing remote, in person and on-site support.
  - Mentor delivery agents in fulfilling their contracts with SEUPB (the body responsible for managing the PEACEPLUS funding), addressing challenges and troubleshooting issues.
  - Ensure clear communication of relevant information to delivery agents.
  - Tailor support from YIP to meet specific needs of delivery agents and their partners.
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- Provide guidelines, tools, and materials, ensuring consistency and facilitating data monitoring.
- Offer on-site mentoring and coaching to address development areas and emerging issues.

### **Monitoring and Measurement**

- Assist in establishing and maintaining information management systems for delivery agents.
- Support and monitor performance of delivery agents and partner organisations.
- Collect, collate, and analyse monitoring data.
- Research themes and best practices in peace-building with young people.
- Analyse and report on emerging themes and findings.

### **Event Management**

- Organise and deliver workshops, seminars, and events as per the YIP workplan.
- Conduct training seminars on agreed thematic areas for delivery agent staff.

### **Compliance and Risk Management**

- Ensure compliance with regulations as instructed by the programme manager.
- Participate in the identification, mitigation and monitoring of financial, operational and safeguarding risks.

### **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.
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- 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.



A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).





## Person Specification

Educational and Professional Qualifications	Essential	<ul style="list-style-type: none"> <li>Professional youth work qualification or other qualification relevant to the role description.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>3rd level qualification.</li> </ul>
Previous Experience/ Training	Essential	<ul style="list-style-type: none"> <li>Strong understanding and practical experience in youth work and youth participation.</li> <li>Experience in working with young people, including those not in employment, education, or training (NEETS).</li> <li>Understanding and experience in social inclusion and equality.</li> <li>Experience in reconciliation, promoting good relations, and cross-border peace-building.</li> <li>Knowledge and experience with monitoring and evaluation systems and processes.</li> <li>Experience in writing for and communicating with diverse audiences.</li> <li>Proficiency in Microsoft Office packages (Word, Excel, Outlook)</li> <li>Possession of a valid driver's license and access to a car for business purposes.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Proficiency in designing research methodologies and utilising data collection tools.</li> <li>Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.</li> </ul>
Other	Essential	<ul style="list-style-type: none"> <li>Willing and able to travel extensively within NI, IRE and occasionally further as required.</li> <li>Willing and able to work extended hours when required (within Co-operation Ireland's Flexible Working Policy).</li> <li>Possession of a valid driver's licence and access to a car for business purposes.</li> </ul>

## **THE SELECTION PROCESS**

### **MAKING YOUR APPLICATION**

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the person specification.
- You should ensure that you provide full details of your qualifications including modules achieved and dates including start and finish date.
- You should ensure that you give evidence of your experience in your application form, giving length of experience, examples and dates as required. e.g. 1 August 2020 to 30 September 2023.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the qualifications, experience and skills gained.
- All applications must be made on the standard application form.
- CVs and late applications will not be accepted.
- Incomplete application forms will not be accepted.

### **SHORTLISTING**

- All applications will be screened by the selection panel to determine if they meet the Essential Criteria for the position. Co-operation Ireland does however reserve the right to use the Desirable Criteria if it is necessary to introduce additional job-related criteria, depending on the number of applications received. You should therefore make it clear on your application form how you meet the Desirable as well as the Essential Criteria. Only those who have sufficiently demonstrated on their application form that they meet the eligibility criteria will progress to the next stage.

### **INTERVIEWS**

- It is anticipated that interviews will take place between 29th July 2024 – 2nd August 2024.
  - Candidates should make themselves available for interview during the period specified above. Changes to the above interview period will only be considered in exceptional circumstances.
  - If you wish to withdraw your application at any stage of the process, please email [jobs@happyraspberry.com](mailto:jobs@happyraspberry.com)
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- The interview will include situational based and competency based questions.
- The selection panel will design questions to test your knowledge and experience. The person specification detailed above will be used as the basis for the interview questions.

### **COMMUNICATION REGARDING THIS RECRUITMENT PROCESS**

All communications in relation to this role will be issued to the email address given by you. Please ensure that you check your email account to make sure that you do not miss any communications in relation to this recruitment and selection process.

### **FEEDBACK**

Co-operation Ireland is committed to providing feedback in respect to decisions taken in determining eligibility/short-listing as well as at interview. Feedback will be communicated on receipt of a written request. All requests for feedback are welcome.

### **RESERVE LIST**

Should further positions in Co-operation Ireland be identified which are similar to that outlined in the role to which you have applied, a reserve list may be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the final date of interview.

### **DISABILITY REQUIREMENTS**

Co-operation Ireland will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the selection process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact [jobs@happyraspberry.com](mailto:jobs@happyraspberry.com)

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## **KEY INFORMATION RELATING TO THIS ROLE**

On successful appointment you will be eligible to receive the following:

- An opportunity to earn a gross salary: Point 2 - €43,000 - €49,000 (per annum)
- An attractive pension scheme.
- Generous holidays entitlement – Annual leave – 25 days and Customary Holidays – 10 days (pro rata for part-time or part year service). An additional day of annual leave after 5 and 10 years' service to the organisation.
- 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.
- Co-operation Ireland will consider hybrid working arrangements based on the needs of the organisation.
- Cycle to Work Scheme – terms and conditions apply.
- Occupational Sick Pay Scheme – terms and conditions apply.
- Life Assurance.
- Salary Protection – terms and conditions apply.
- Excellent training and development opportunities.

## **PROBATION**

This position is subject to a three-month probationary period. During or at the end of that period your employment will be confirmed, terminated or your probationary period may be extended for a further three-month period.

## **EQUAL OPPORTUNITY MONITORING FORM**

Please note this form is regarded as part of your application. The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Please complete the monitoring form and return along with your application.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS AT 4.00PM on 22nd July 2024.**

Co-operation Ireland is an Equal Opportunities Employer and welcome all applications.

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