

**CANDIDATE INFORMATION BOOKLET**

**PROGRAMME EXECUTIVE (YOUTH WORK SPECIALISM), NI or IRE**

**CO-OPERATION IRELAND FUTURE LEADERS PROGRAMME (CIFL)**

**CI/PECIFL/1024**

**1 YEAR FIXED TERM CONTRACT**

**with option to extend subject to funding**

Completed application and monitoring form to be returned to

[vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org)

**No later than 4pm on Monday 4<sup>th</sup> November**

Co-operation Ireland is an equal opportunities employer.

**FOREWARD**

Thank you for your interest in the position of Programme Executive (Youth Work) at Co-operation Ireland. This appointment 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. Further information about Co-operation Ireland is also included.

You should pay attention to the person specification and demonstrate clearly in your application form how you meet the essential and desirable criteria for the role.

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

If you have any questions regarding the role, please contact Margaret Lucey, [mlucey@cooperationireland.org](mailto:mlucey@cooperationireland.org)

Best wishes in your application,

Ian Jeffers

Chief Executive Officer

## **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 worse 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 the 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 and 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.

### **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 at [cooperationireland.org](http://cooperationireland.org).

## **JOB DESCRIPTION**

**Role:** Programme Executive (Youth Work), Co-operation Ireland Future Leaders Programme (CIFL)

**Reports to:** Programme Manager, CIFL

**Location:** Co-operation Ireland Office (**Belfast, Monaghan or Dublin**)

**Salary Scale:** Point 2: NI - £28,000 - £34,000 (per annum)/IRE - €38,000 - €45,000

**Contract Period:** Fixed term for 1 year with option to extend subject to funding

**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).

### **Background**

The Future Leaders Programme is an all-Island leadership development programme which aims to empower young people to become future leaders and peace makers in their communities. This programme focuses on enhancing confidence, leadership abilities, and fostering positive relationships across the island of Ireland and internationally.

The programme targets young people aged 15-25, offering them structured progression learning pathways to equip them with the skills and confidence needed to collaborate with others from diverse backgrounds. It encourages active involvement in peacebuilding and the advancement of their communities and society at large.

The programme is centred around three core learning outcomes: Personal Learning, Relationship Building, and Community Engagement. The knowledge and skills acquired through these pillars support the participants' progression towards the Co-operation Ireland Peace Awards.

### **Job Purpose Summary**

The Programme Executive will work as part of the Future Leaders programme team to oversee the design, development and delivery of progression learning pathways with the support of the Programme Manager.

You will have direct responsibility for the co-ordination of an all-island youth group, recruiting and retaining these young people from diverse backgrounds in a variety of personal learning training opportunities, local community and all-island social action and youth advocacy events as well as all island good relations and world of work residential.

You will also contribute to overall design, development and delivery of assigned activities within all levels of the programme as part of the wider team.

## **Main Duties and Responsibilities**

### **Programme Design & Development**

- Develop, plan, and implement a range of innovative and engaging youth activities that cater to the diverse needs of the group, and meet the requirement of each individual progression pathway.
- Ensure that all activities are inclusive, age-appropriate, and aligned with the programme objectives and values.
- Continuously monitor learning and Incorporate feedback from the young people into the overall programme design.
- Collaborate with other stakeholders, including training organisations, programme ambassadors, educational institutions, community representatives and volunteers/sessional staff.

### **Group Management**

- Oversee the daily operations of an all-island youth group, ensuring a safe, supportive, and positive environment for all participants.
- Foster a sense of community and belonging among the young people, encouraging their active participation within all programme activities.
- Manage group dynamics, addressing any conflicts or issues promptly and effectively, adhering to all safeguarding guidelines.

### **Youth Engagement & Support**

- Build strong, trusting relationships with young people, offering guidance, mentoring, and support as needed.
- Identify and address the individual needs of youth participants, providing guidance and support to attend all programme activities, either on-line or in-person.
- Promote the involvement of young people in decision-making processes, ensuring their voices are heard and valued in program development.

## **Administration & Reporting**

- Maintain accurate records of all participants, programme activities, attendance, and outcomes.
- Assist in the management of the programme budget, ensuring that all expenditure adheres to Co-operation Ireland's procurements and financial guidelines.
- Adhere to all safeguarding policies and procedures, ensuring the safety and well-being of all participants.

## **Networking & Collaboration**

- Establish and maintain strong working relationships with relevant stakeholders across the island, including youth groups, schools, programme ambassadors and training organisations.
- Organise & participate in the design and delivery of training, programme workshops, all island training residentials, ambassador engagement events and all island showcase events.
- Collaborate as part of the team with programme ambassadors to design a range of effective ambassador engagement activities for the young people.

## **Monitoring and Measurement**

- Assist in establishing and maintaining information management systems for CIFL participations and outcomes.
- Support and monitor performance of any 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.

## **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.

### **Event Management**

- Organise and deliver workshops, seminars, and events as per the CIFL workplan.

### **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 harassment is tolerated.
- Abide by all the organisation's policies and procedures and ensure that these are implemented fully within your area 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**

<b>Educational and Professional Qualifications</b>	<i>Essential</i>	<ul style="list-style-type: none"> <li>Professional youth work qualification or other qualification(s) relevant to the role description.</li> </ul>
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>3<sup>rd</sup> level qualification.</li> </ul>
<b>Previous Experience/ Training</b>	<i>Essential</i>	<ul style="list-style-type: none"> <li>Strong understanding of and practical experience in youth work and youth participation.</li> <li>Experience in working directly with young people in youth work settings for a sustained period of time.</li> <li>Experience of working with a diverse range of young people, particularly those aged 14-24.</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> </ul>
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.</li> <li>Possession of a valid driver's license and access to a car for business purposes.</li> </ul>
<b>Other</b>	<i>Essential</i>	<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, including evenings and weekends when required (within Co-operation Ireland's Flexible Working Policy).</li> </ul>