**CANDIDATE INFORMATION BOOKLET**

**PROGRAMME EXECUTIVE (YOUTH WORK SPECIALISM)**

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

**CI/PECIFL/0925**

**3 YEAR FIXED TERM CONTRACT**

Completed application and monitoring form to be returned to

vacancies@cooperationireland.org

By Friday 3rd October at 4pm

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

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.

**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**  **or Dublin**

**Salary Scale:** Grade 2 - £28,000 - £34,000 (NI) or €38,000 – €45,000 (ROI)

**Contract Period:** Fixed term for 3 years from start of contract.

**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**

To support the design and delivery of the Future Leaders Programme through a progressive approach: coordinating with school/groups and groups as delivery partners and then directly engaging with young people progressing from these groups. The role involves contributing to programme planning, facilitation, monitoring, and evaluation, while fostering inclusive, cross-border youth development. Under the guidance of the Programme Manager, team members are expected to apply a broad range of skills and competencies across all delivery areas. The role also supports the development of an Alumni Programme to sustain engagement and leadership opportunities for programme graduates.

**Main Duties and Responsibilities**

To Note: The following roles and responsibilities will be shared across the Future Leaders delivery team, under the leadership of the Programme Manager. However, all team members are expected to demonstrate the skills and competencies required to contribute effectively to every aspect of the programme.

1. **Bronze Level Programme Delivery: Coordination with School/groups/Groups as Delivery Partners**

**Programme Design & Development**

* Collaborate with teachers and leaders to co-design and implement engaging youth activities aligned with individual progression pathways.
* Ensure all school/group-based activities are inclusive, age-appropriate, and reflect the programme’s objectives and values.
* Attend planning meetings with school/group staff to support the integration of the Bronze programme into existing educational frameworks.
* Work with educational institutions, training organisations, programme ambassadors, and volunteers to enhance delivery quality and consistency.

**Programme Support & Administration**

* Support school/groups in monitoring delivery, collecting evaluation data, and ensuring timely reporting.
* Maintain accurate records of school/group-based participants, activities, attendance, and outcomes.
* Assist in managing programme budgets and ensure compliance with Co-operation Ireland’s financial guidelines.
* Ensure all safeguarding policies are upheld within school/group-based delivery contexts.

**Networking & Collaboration**

* Build and maintain strong relationships with school/groups across the island to facilitate effective programme delivery.
* Participate in the design and delivery of school/group-focused training, workshops, and showcase events.
* Coordinate ambassador engagement activities that integrate with school/group-based programming.

**Monitoring & Measurement**

* Support performance monitoring of school/group delivery partners.
* Collect and analyse data from school/group-based activities to inform programme development.
* Research best practices in peace-building within educational settings.
1. **Silver, Gold and Alumni Programme Delivery: Direct Engagement with All-Island Youth Groups**

**Group Management**

* Develop and delivery strategies for the recruitment of young people into progression pathways, including a programme for engagement with bronze school/groups and the identification of other avenues for recruitment across Co-operation Ireland’s youth delivery.
* Oversee daily operations of all-island youth groups, ensuring a safe and inclusive environment.
* Foster community and belonging among participants, encouraging active engagement.
* Manage group dynamics and address issues in line with safeguarding guidelines.
* Plan and coordinate cross-border residentials, ensuring effective risk management and positive outcomes.

**Youth Engagement & Support**

* Build trusting relationships with young people, offering mentoring and guidance.
* Identify and support individual needs to ensure full participation in both online and in-person activities.
* Promote youth voice in programme development and decision-making.

**Programme Design & Development**

* Develop and implement innovative activities tailored to the diverse needs of youth groups.
* Continuously incorporate feedback from young people into programme design.
* Collaborate with community representatives, sessional staff, and ambassadors to enrich direct delivery.
* Contribute to the design of an alumni programme for programme graduates.

**Event Management**

* Organise and deliver workshops, seminars, and events for youth groups as outlined in the CIFL workplan.
* Facilitate all-island training residentials and ambassador engagement events.

**Monitoring & Measurement**

* Engage with systems to track participation and outcomes within youth groups.
* Analyse emerging themes and report findings to inform future programme iterations.

**Compliance & Risk Management**

* Ensure compliance with programme regulations and safeguarding standards.
* Participate in risk identification, mitigation, and monitoring across all direct delivery activities.

**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**

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| **Educational and Professional Qualifications**  | *Essential*  | * Professional youth work, training or education qualification.
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| *Desirable*  | * 3rd level qualification.
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| **Previous Experience/** **Training**  | *Essential*  | * Strong understanding of and practical experience in youth work and youth participation.
* Experience in working directly with young people in youth work settings for a sustained period of time.
* Experience of working with a diverse range of young people, particularly those aged 14-24.
* Understanding in the areas of social inclusion and equality, as well as in the field of in reconciliation and promoting good relations.
* Knowledge and experience with monitoring and evaluation systems and processes.
* Experience in writing for and communicating with diverse audiences.
* Proficiency in Microsoft Office packages (Word, Excel, Outlook)
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| *Desirable*  | * Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.
* Possession of a valid driver's license and access to a car for business purposes.
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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, including evenings, weekends and overnights when required (within Co-operation Ireland’s Flexible Working Policy).
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