

# CANDIDATE INFORMATION BOOKLET

## PROGRAMME SUPPORT EXECUTIVE (NI & ROI) FOR LEADERSHIP PROGRAMMES.

Fixed Term Contracts

Completed application and monitoring form must be returned to [vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org) no later than **4pm on Friday 20<sup>th</sup> February 2026.**

Co-operation Ireland is an Equal Opportunities Employer.



LPP is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)

## FOREWORD

Thank you for your interest in a position as Programme Support Executive at Co-operation Ireland.

Included in this information booklet is further information about the vacancy and Co-operation Ireland. Included are the Job Description and Person Specification for this role.

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

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

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**

**Role:** Programme Support Executive (NI), Leadership Programmes

**Reports to:** Programme Manager, Leadership Programmes

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

**Salary Scale:** Point 1 - £26,000 - £32,000 per annum (NI Based), €30,000 - €37,000 (IRE based)

**Contract Period:** Fixed Term Contract until 31<sup>st</sup> May 2028 with the possibility of extension 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).

### **Job Purpose Summary**

The Programme Support Officer will provide administrative, logistical, and customer service support to ensure the smooth running of Co-operation Ireland's Leadership Programmes. Working closely with both Programme Manager and the Programme Executive, this role will help with coordination of events, communication with participants, and general programme administration. This role is ideal for someone starting their career in the leadership field or community sector who is keen to learn within a supportive environment and contribute to a suite of high-impact, cross-border programme.

### **Main Duties and Responsibilities**

#### **Financial Management:**

- Manage the financial aspects of the programme, including budgeting, forecasting, and expenditure tracking.

#### **Financial Reporting:**

- Prepare accurate and timely financial reports for internal and external stakeholders, including the EU, programme management, and other partners. Ensure transparency and accountability in financial reporting processes.

#### **Procurement and Contract Management:**

- Coordinate procurement processes for goods and services required for programme implementation. Manage contracts with vendors, consultants, and service providers, ensuring adherence to procurement regulations and contractual obligations.

#### **Administrative Support:**

- Provide administrative support to programme staff and partners, including managing office operations, maintaining filing systems, and organising meetings and events.
- Provide support and secretariat function to SLT as required.

#### **Compliance and Risk Management:**



- Ensure compliance with all relevant regulations, policies, and procedures related to financial management and procurement.
- Participate in the identification, mitigation and monitoring of financial, operational and safeguarding risks.

### **Capacity Building:**

- Provide training and support to programme staff and partners on financial management procedures, compliance requirements, and best practices in administration.

### **Audit Preparation and Support:**

- Prepare documentation and assist with audits conducted by internal or external auditors. Ensure that all financial records and transactions are accurately documented and readily available for audit purposes.

### **Communication and Liaison:**

- Serve as a point of contact for financial and administrative matters related to the LLP programme. Liaise with external stakeholders, including funding agencies, government authorities, and implementing partners as necessary.

### **Continuous Improvement:**

- Continuously review and improve financial and administrative processes to enhance efficiency, effectiveness, and compliance with programme objectives and regulations.

### **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.

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## PERSON SPECIFICATION

<b>Educational and Professional Qualifications</b>	<i>Essential</i>	<ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above (or equivalent).</li> </ul>
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>Accounting, Business or Financial qualification.</li> </ul>
<b>Previous Experience/ Training</b>	<i>Essential</i>	<ul style="list-style-type: none"> <li>Strong organisational and administrative skills with attention to detail.</li> <li>Experience in administration, customer service, or events.</li> <li>Excellent communication and interpersonal skills.</li> <li>Proficient in Microsoft Office applications.</li> </ul>
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>Understanding of or interest in reconciliation, promoting good relations, and cross-border peace-building in education or youth, sectors.</li> <li>Familiarity with project management software (JEMS, SharePoint)</li> <li>Experience working with databases or finance systems.</li> </ul>
<b>Other</b>	<i>Essential</i>	<ul style="list-style-type: none"> <li>Willing and able to travel within NI, IRE and occasionally further if required.</li> <li>Willing and able to work occasional extended hours if required (within Co-operation Ireland's Flexible Working Policy).</li> </ul>
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>Possession of a valid driver's license 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.
- Please ensure you have clearly identified the role for which you are applying.
- 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

- Candidates who are shortlisted will be contacted to arrange an interview date, time and location..
- If you wish to withdraw your application at any stage of the process, please email [vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org).
- 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.

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## 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 to take up an appointment. If you wish to discuss your disability requirements further please contact [vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org).

## 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 1 - £26,000-£32,000 (per annum NI); €30,000-€37,000 (per annum IRE)
  - 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.
  - Training and development opportunities.
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## **PROBATION**

These positions are 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 4pm on Friday 20<sup>th</sup> February 2026.**

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

