

# Peace



## Northern Ireland - Ireland

European Regional Development Fund

### **Advocate and Outreach Officer**

Reports to: Area Co-ordinator

Accountable to: Area Co-ordinator

Based in: The Ex-Prisoners Interpretive Centre Belfast

Period: 9 Months This is a fixed term contract from 1 July 2019 to 31 March 2020 (with the possibility of extension)

### **Job Purpose**

The post holder is part of a small staff team, working to deliver a strategic project designed to build relationships between the ex-prisoner/former combatant community and other groups, and promote the re-integration of this group within society.

### **Key Responsibilities**

The key responsibility of the Advocate and Outreach Officer is to oversee the delivery of the project across the target area, to ensure that it delivers the agreed outputs and outcomes within the time-scale and budget established by the Project Manager.

The aims of the "Open Doors" project are to:

- Strengthen relationships between the ex-prisoner/ former combatant (EPFC) community, and other groups and sectors across the region, founded on the principle of reconciliation and understanding
- Demonstrate the partners commitment to peace
- Create a partnership to build understanding and joint activity between groups representing both loyalist and republican EPFCs
- Build new relationships with other legacy groups to create dialogue about the past and promote understanding and healing
- Establish relationships with external service providers to address welfare, mental health and well-being issues experienced by EPFCs and their families
- Present proposals to address the perception of EPFCs in wider society

**Specific tasks:**

- To undertake out-reach activities with members of the ex-prisoner/former combatant community to reduce levels of marginalisation and promote re-integration
- Provide social supports to the community including the provision of welfare advice and counselling (training will be provided)
- Facilitate delivery of “Conflict Transformation” Training, including the recruitment of participants
- Engage with both statutory and non-statutory service providers to promote re-integration by improving access to services
- Engage with community and voluntary sector organisations to promote relationship building across society
- To liaise closely with the Project Manager, and to keep them apprised of the progression of the project through the submission of written reports and attendance at project management meetings
- To build effective working relationships with the consortium partners, the project manager and other Area Co-ordinators involved in the delivery of project outcomes
- To attend, as agreed with line manager, any internal or external meetings
- To carry out any other reasonable tasks associated with project delivery.

**Person Specification****Essential Criteria**

- Possess 5 GCSE’s grades A – C, including English language AND have 2 years voluntary/paid experience providing services to those in need of social support and/or advice services.

**OR**

- NVQ Level 3 or equivalent AND have 1 year’s voluntary/paid experience providing services to those in need of social support and/or advice services.

**AND**

- Demonstrate experience of effectively engaging with and building positive relationships with clients in situations where they have been vulnerable.
- Demonstrate experience of liaising with a broad range of service providers.

**Desirable Criteria:**

- Understanding of the issues impacting the ex-prisoner / former combatant community

- Experience of delivering social supports to groups marginalised within society

**Attributes:**

- Self motivated and good communicator with sensitivity and openness towards peace building and reconciliation work.
- Able to build professional relationships with other stakeholders
- Able to communicate effectively.
- Organised and efficient.

**Personal Situation:**

- Must be able to commute reliably to office base; needs car and clean driving licence. Able to work extended hours when required.
- Able to travel and stay overnight at off-site locations

**Specific Job Skills:**

- Evidence of high standard of oral and written communications skills
- Understanding of EU funding requirements

**Computer Skills:**

- Familiarity with standard office software packages is required.

**Statement on Confidentiality**

It is in the nature of the work of the Consortium that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of the Consortium's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

**Remuneration: £23,398 p.a**

**OPEN DOORS is a project supported by the European Union's PEACE IV programme, managed by the Special EU Programmes Body (SEUPB)**