



## **JOB DESCRIPTION**

**Post:** Service Delivery & Development Co-ordinator (Peace IV)  
(Fixed term to 31 December 2022)

**Based at:** PlayBoard Head Office, 7 Crescent Gardens, Belfast

**Responsible to:** Service Delivery and Development Manager

**Main Purpose:** The Service Delivery & Development Co-ordinator will be responsible for co-ordinating and managing all aspects of the development and delivery of Our Generation commitments. **Our Generation is a Project** which is supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB).

The **Our Generation Project** brings together the expertise of 7 Partner organisations for the delivery of a project that seeks to:

- Improve good relations in communities which have been impacted negatively by conflict through the development and delivery of youth and children's programmes focused on mental wellbeing and resilience
- Ensure quality assurance of the delivery mechanisms, and develop mental health and resilience guidelines for youth focused organisations.

Liaising directly with the accountable body (Action Mental Health) and project partners, the post holder will line manage a team of Play Participation officers working across Northern Ireland and the ROI as required to deliver a play programme (Spaces to Be) as part of the overall Our Generation project.

### **Key Objectives**

1. The post holder will lead on establishing and maintaining strategic connections with key stakeholder organisations from across the statutory and non-statutory sectors in order to promote the child's right to play as

enshrined in the UNCRC through appropriate training and development programmes

2. The post holder will lead on co-ordinating and delivering targeted training focused on the critical role of play as a means of supporting both the development of childhood resilience and as a mechanism for positively addressing differences at individual, familial and cross-community level through the following:
  - Directly working with School Age Childcare (SAC) groups within the five urban village areas to deliver PlayBoard's 'Spaces to Be – Mapping Identity and Belonging' toolkit w focuses on the creation of innovative 'shared spaces' and building reconciliation through play.
  - Co-ordinating the delivery of training to staff within participating SAC groups, using the 'Spaces to Be' resource to support the exploration of difference and promotion of cross-community understanding, alongside play based approaches to developing resilience in childhood
  - Organisation and running of joint, cross-community play sessions to children & young people and practitioners between partner SAC's within each Urban Village area
  - Organisation and facilitation of joint parent/carer sessions aimed at supporting parents attached to participating SAC's to gain a greater understanding of the importance of play from the perspective of developing resilience and exploring wider aspects of diversity and cross-community connection
  - Ensuring the Participation Officers are supported to offer practical play skills and activities which have been shown to support the development of childhood reliance from age 3 and upwards
  - Planning and delivery of 3 seminars aimed at staff/volunteers associated with cross-border SAC delivery groups (including the National Childhood Network based in Republic of Ireland).
3. The post holder will be responsible for coordinating and establishing an Outcomes based accountability framework to ensure, evaluation and reporting mechanisms are compatible with the projects agreed reporting structures.

### **MAIN TASKS**

- To engage with, establish and maintain effective working relations with the Lead Partner, strategic partners and stakeholders from across the statutory and non-statutory sectors.
- Provide leadership, management, support and supervision to four Play Participations Officers and one Administrator.
- To establish and roll-out effective marketing and communication approaches aimed at promoting engagement in the programme.

- In consultation with the Lead Partner, establish and maintain effective evaluation mechanisms for all training, providing progress reports at agreed timeframes.
- To ensure that PlayBoard meet the agreed requirements of the Peace IV programme, submitting all necessary information into the Our Generation Project to facilitate SEUPB funding requirements.
- In conjunction with colleagues, plan, deliver and develop effective training and participant development programmes aimed at achieving programme targets thereby improving good relations in communities which have been impacted negatively by conflict.
- To coordinate the delivery of PlayBoard's programme commitments and provide line management support to the programme team.
- Work effectively and efficiently with all colleagues and stakeholders to ensure organisational profile and professionalism is maintained.
- Be an advocate for play and play work and raise the profile of play within and across all sectors.
- Offer a professional and welcoming service to all stakeholders at all times, acting when necessary as the organisation's first point of contact.
- Support the project aims and service delivery requirements ensuring that confidentiality is maintained at all times.
- Undertake any other duties within the remit of the grade and deemed necessary by the Senior Management Team.

***This description of tasks is not intended to be definitive and may be changed to meet emerging needs of the project***

- The contract for this post is fixed until the 31st December 2022
- NJC Salary Scale SO2 NJC pts 26 - 28 (£29,636 - £31,371)
- Location: 7 Crescent Gardens, Belfast
- Holidays: 24 days per annum plus appropriate statutory days.
- Travel mileage costs will be paid for any travel costs incurred carrying out the duties of the post.
- Hours of work: Monday to Thursday 9am – 5pm  
Friday 9am – 4pm

(Additional work outside these hours may be required)

## PERSON SPECIFICATION

### Service Delivery & Development Co-ordinator [Peace IV]

#### ESSENTIAL

	Essential Factors	Minimum Requirement
<b>01</b>	Qualifications	Have a degree relevant to the post e.g. play, youth, community development or social science.  <b>Or</b>  4 years full-time continuous employment experience developing and managing children & young people projects.
<b>02</b>	Experience	Minimum of 2 years' full time experience providing <ul style="list-style-type: none"> <li>• staff line management which also involves providing support and supervision responsibility</li> </ul>
<b>03</b>		Experience of planning, implementing and monitoring structured face to face delivery programmes
<b>04</b>		Experience of Writing the following; <ul style="list-style-type: none"> <li>• Overarching programme evaluation reports focused on demonstrating impact</li> </ul>
<b>05</b>	Knowledge	Demonstrate your Knowledge and understanding of the importance of Play for Children and Young People

#### ***Demonstrate Competency in the following:***

<b>06</b>	Communications	Your communication skills on how you have <ul style="list-style-type: none"> <li>• Built relationships at all levels</li> <li>• Sustained relationships at all levels</li> <li>• Influenced relationships at all levels</li> </ul>
<b>07</b>	Effective and diplomatic communicator	Excellent analytical, cognitive, written and verbal communication skills combined with excellent presentation skills in delivering informed, analytical and authoritative representations to a wide range of stakeholders at all levels
<b>08</b>	Lead and develop team	leadership skills to motivate and inspire staff to work effectively, both individually and as a team

<b>09</b>	Positive Attitude / Initiative / Prioritise work	Energetic and passionate person who has the <ul style="list-style-type: none"> <li>Ability to use your own initiative</li> <li>Ability to prioritise / manage your own workload with Little or No Supervision</li> </ul>
<b>10</b>	Planning, Organising, monitoring Multiple Priorities	An individual who is detail and outcome focused with strong planning and organisational skills and who has the ability to prioritise organise and monitor multiple projects
<b>11</b>	Flexible, Adaptable Problem-Solving, Reasoning, Creativity	Highly flexible and resilient person who is open to new ideas, and can problem-solve to generate workable solutions recognising the needs of all groups within society.
<b>12</b>	Computer/Technical Literacy	Skills & abilities using the following within your working environment <ul style="list-style-type: none"> <li>MS Word to create and report information</li> <li>PowerPoint to report and present information</li> <li>Outlook for emails and diary management</li> <li>Excel to analyse and report</li> </ul>
<b>13</b>		Flexible in working arrangements and adaptable to new sometimes unstructured working environments e.g. early morning, late evening, weekend work and Public Holidays when required
<b>14</b>		Full current driving licence and the use of a car for official business, or have access to a form of transport, which will permit the candidate to meet the requirements of the post in full.

### **DESIRABLE**

The desirable criteria will only be used at the discretion of the Selection Panel if PlayBoard receive a high volume of application forms that all meet the essential criteria

	<b>Desirable Factors</b>	
<b>15</b>	Qualification	MSc qualification in a relevant or related discipline
<b>16</b>	Experience	Co-ordinating & monitoring Peace Grant administration
<b>17</b>	Knowledge	Knowledge and understanding of the principles of Equity, Diversity and Interdependence