

FIRST STEP

APPLICANTS HANDBOOK

Groundwork NI training & mentoring
Leadership Programme

GROUNDWORK NORTHERN IRELAND

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GROUNDWORK
Northern Ireland



1. WHAT IS THE FIRST STEP PROGRAMME?

The First Step is a tailored training programme to empower women to recognise the positive difference they can make to civic and public life. The programme will give the opportunity to 100 women living in Northern Ireland to increase their sense of self-worth, develop their leadership skills, learn how to work together to effect real and long-lasting change and to rise above and beyond their barriers and their backgrounds.

The First Step programme is the Groundwork NI approach to support women to increase their networks and gain a better understanding of the local landscape and how their skills can help them empower themselves and their communities.

2. WHAT TO EXPECT?

The First Step programme will provide all participants with tailored training and mentoring as well as networking opportunities. Our aim is to help you develop your leadership skills and networks and to enable collaboration amongst women of diverse backgrounds. The First Step programme consists of 12 sessions in total which will be delivered online via Zoom, as well as a Graduation Ceremony that we hope we will be able to host in person.

The sessions will be delivered by our experienced facilitators and many high-profile keynote speakers.

On your second learning day, you will have the opportunity to meet our 10 mentors. The mentor who will be assigned to your group will guide you through your learning experience for the rest of the programme.

The programme will be coordinated and monitored by the Groundwork NI Project Manager, who will be your first point of contact.

3. WHO CAN APPLY?

Every woman is eligible to apply, as long as you are:

- ✓ **living in Northern Ireland**
- ✓ **over the age of 17**
- ✓ **committed to our values**
- ✓ **can attend the programme in full***

**Please read carefully the Programme Outline (see below, section 7) and make sure you are available on the days and times we will be holding the 12 sessions.*

4.OUR VALUES

We believe in the potential that exists within every woman and girl and we are committed to supporting you unlock this potential. We believe that your background and life experience should be valued and not considered a barrier. We are committed to life-long learning and believe that skills development is the key to increasing the sense of self-worth.

We believe leadership is the key element that can influence positive, meaningful and long-lasting change. We believe that challenging ourselves and what we already know is the first step to learn how to work better together. We believe that change starts from us and from our communities the moment we take the First Step.

At Groundwork NI we will, in all that we do, be:

Committed - we will deliver work of the highest possible standard for our people and go the extra mile to make them feel valued, engaged and safe. We believe in the transformation we can achieve and strive to make a difference for the better for everyone we work with.

Ambitious - we will grow in a way that makes us proud. We see the value and potential of our work and want to help as many clients and communities as possible.

Respectful - we will be respectful of others in all that we do. We will treat others as we expect to be treated ourselves - we take care to understand our service users and our colleagues, and we look out for each other.

Effective - deliver on our promises to our people, communities and funders. We work hard to make the most of every opportunity and manage our resources to deliver best in class services that make a difference and delivering positive outcomes.

5.HOW TO APPLY?

Apply by completing the online application form you can find here. Please note, your application will not be considered if your form is not fully completed. Please do not send a CV, or additional materials as these will not be considered.

The closing date for applications is Tuesday 31st August at 11:59 PM.

Applications received after the deadline will not be accepted. You will receive a notification that your application has been successfully submitted. If you do not receive this, then your application has not been submitted.

6. PROGRAMME OUTLINE

The First Step programme will be conducted **online**. We do this to keep you safe from Covid and to ensure that no disruptions will occur due to possible changes in Covid regulations. The platform we will be using to hold the sessions is **Zoom**.

All sessions will be held in the **evening**. All learning and mentoring sessions will start at 7 pm and finish at 8.45 pm with a 10-minute comfort break. The Welcome Event and the Closing Event will both start at 7 pm and finish at 9 pm, again with a 10-minute comfort break.

At the end of the First Step programme, we are planning to hold a Graduation Event. Our proposing date, as you can see below, is the 16th of December. Our intention is to hold an in-person half-day event that will allow mentors, mentees, and other stakeholders to get to know each other better and to celebrate your achievements together.

However, with the Covid restrictions changing regularly, we are not in a position to confirm anything yet.

Attendance at the Graduation Event is not mandatory, and more information will follow later.

	DATE	TIME	ACTIVITY
1	Thursday 16th September	7:00 PM – 9:00 PM	Welcome Event
2	Thursday 23rd September	7:00 PM – 8:45 PM	Meeting the facilitator & the mentors
3	Wednesday 29th September	7:00 PM – 8:45 PM	Learning Session 1
4	Thursday 7th October	7:00 PM – 8:45 PM	Mentoring Session 1
5	Thursday 14th October	7:00 PM – 8:45 PM	Learning Session 2
6	Thursday 21st October	7:00 PM – 8:45 PM	Mentoring Session 2
7	Thursday 4th November	7:00 PM – 8:45 PM	Learning Session 3
8	Thursday 11th November	7:00 PM – 8:45 PM	Mentoring Session 3
9	Thursday 18th November	7:00 PM – 8:45 PM	Learning Session 4
10	Thursday 25th November	7:00 PM – 8:45 PM	Mentoring Session 4
11	Thursday 2nd December	7:00 PM – 8:45 PM	Learning Session 5
12	Thursday 9th December	7:00 PM – 9:00 PM	Closing Event
13	Thursday 16th December	TBC*	Graduation Event

ABOUT US

At Groundwork NI we want to see empowered communities grown from the ground up, that are sustainable, happy and healthy places to live, work and play. For the past 30 years we have been operating in Northern Ireland, we work with communities to enhance their lives, places and prospects, from the ground up.

From our early days, we have been running programmes that improve prospects and create opportunities, especially for those who need it the most. From our early days, we have been engaged in Good Relations work and skills development, including Leadership skills.

The First Step programme is our latest leadership programme which builds on the momentum of a number of personal development and leadership programmes we have developed throughout the years.





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Your First Step to Leadership