

The Belfast Local Community Action Plan is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Job Description:	Programme Manager: Interfaith & Belief
Accountable to:	Head of Programme
Location:	Working mainly in our offices in Belfast (Skainos Centre 239 Newtownards Road Belfast) with occasional travel to Corrymeela, 5 Drumaroan Road, Ballycastle.
Project:	Interfaith and Belief Programme (April 2025 – December 2027 dependent on funding with a possible extension of up to 6-months).
Funder:	The Belfast Local Action Plan supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)

Introduction

The Corrymeela Community is an Ecumenical Christian Community committed to the work of reconciliation both locally and internationally. In 1965, the Reverend Ray Davey and a group of students from Queens University established a residential centre in Ballycastle where people of all faiths, political opinions and backgrounds come together.

Corrymeela is a community that draws people together to engage with difference, heal division and support peace reconciliation in Northern Ireland and beyond. Every year, we welcome thousands of people to our Centre at Ballycastle and into our community-based programmes to explore difference together and discover new ways to live well together. We particularly welcome people who have been marginalised by injustice and inequality, and who have experienced trauma. Our staff, volunteers and community members are drawn from a wide range of backgrounds and faith and belief traditions working together to contribute towards building a more cohesive and hope-filled society for everyone.

For more information visit www.corrymeela.org

Overall Purpose

The Programme Manager: Interfaith & Belief is responsible for the management and delivery of the Interfaith & Belief Programme across Belfast in partnership with organisations / groups from diverse religious and cultural backgrounds. To focus on good relations, peace building, understanding difference, addressing sectarianism and racism, and embracing diversity.

Key Tasks

Programme Implementation and Co-ordination

- Deliver the Interfaith & Belief Programme Implementation Plan in partnership with The Corrymeela Community, Belfast Islamic Centre, Redeeming our Communities (ROC NI) and the NI Interfaith Forum.
- Recruit, establish and manage Steering Groups for Streams 1 and 3 of the Programme to explore and co-design collaborative faith and belief materials for education and awareness raising sessions with young people, interfaith café culture initiatives and an exhibition / festival(s) celebrating the diversity of faiths and beliefs across Belfast.
- Plan and co-ordinate all activities / events associated with Streams 1 and 3, training and supporting of volunteers to be part of delivery, particularly Stream 1.

Partnership Development and Collaboration

- Organise regular meetings of the Interfaith and Belief Partnership to support the effective collaboration of partners and to ensure timely input into decision making.
- Build and sustain relationships between and within communities of different faiths and beliefs, with clergy / leaders across many faith and belief traditions.
- Create collaborative working partnerships with institutions and other groups, such as schools and youth groups, to outwork the objectives of the Programme.
- Support Redeeming Our Communities (ROC NI) as and when required in the delivery of Stream 2.

Monitoring and Evaluation

- Record, monitor and update all Interfaith & Belief Programme activities to meet the data requirements of the programme partners, Belfast City Council and SEUPB.
- Provide monthly progress reports against targets to partners, Belfast City Council and SEUPB.
- Implement an evaluation framework across the Programme to contribute to learning and Programme development.

Communication

- Represent and promote the Interfaith and Belief Programme, building connections and networks to support the Programme's objectives.
- Ensure the Programme adheres to the Communication Guidelines for Delivery Partners, as set out by Belfast City Council and SEUPB.

Finance and Administration

- To work within and manage project budgets in line with Corrymeela's financial processes and policies and the requirements of the SEUPB.
- Report on the financial and programme activities quarterly through the JEMS system.
- Maintain administrative systems required to support the work of the project.

General

- Complete other duties as directed by Head of Programme at Corrymeela.
- To participate in ongoing professional development opportunities as required by the post.
- To engage with and develop relationships with a diverse group of key stakeholders.

This job description is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. It is important to note that the responsibilities of the post may change to meet the evolving needs of the Interfaith & Belief Programme.

Flexible Work Patterns

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All staff are required to work in a flexible way to meet the needs of the organisation. This may include residential periods at the Centre and time away from home representing Corrymeela.

Statement on Confidentiality

It is in the nature of the work of Corrymeela 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 Corrymeela'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.

Safeguarding

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

Employment of Ex-offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

General Responsibilities

- Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact in a courteous and respectful manner.

- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and also while on duty for the charity.
- All duties are carried out in compliance with Corrymeela's Health and Safety Policy and Statutory requirements.
- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the high standards of personal accountability.
- To be familiar with the Corrymeela Community Charter.

Further Information

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.

Personnel Specification**Programme Manager: Interfaith and Belief****Location:**

Working in our office in Belfast with occasional travel to Ballycastle.

Travel across Belfast and beyond from time to time.

Contract Type:

Fixed Term Contract until December 2027 dependent on funding with the possibility of an extension of up to 6 months

Hours:

37.5 hours per week.

Flexibility to work during evening and weekends are essential to fulfil the obligations of the post.

Salary:

£34,693 per annum

Pension:

A Corrymeela Community Pension scheme is in operation.

Notice Requirement:

Three months' notice.

Probationary Period:

A six-month probationary period will apply.

Terms & Conditions of Employment:

2 satisfactory references are required, one which must be from a current/previous employer.

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of ID that will be outlined if no passport is available.

Evidence of any relevant academic and professional qualifications.

Evidence of appropriate vehicle documentation.

AccessNI check.

Essential Criteria:

The Programme Manager: Interfaith & Belief must have demonstrable evidence of the following:

1. Relevant third level educational qualification and two years' paid experience of facilitating constructive dialogue between people of different faiths and beliefs
OR
Three years' paid experience of facilitating constructive dialogue between people of different faiths and belief, with a minimum of 2 A-Levels or equivalent and, GCSEs in Maths and English.
2. Strong motivation to develop good relations within and between people of different faiths and beliefs and an affinity for the objectives of the Interfaith & Belief Programme.
3. Demonstrable skills and abilities of developing educational materials to promote understanding and respect for different faiths and beliefs, particularly for 15 – 20-year-olds in formal and informal youth settings.
4. Demonstrable religious literacy and respect for, and sensitivity towards, people of different faiths and beliefs.
5. Experience of building relationships with diverse partner organisations, key stakeholders including volunteers.
6. Proven capability in project coordination, event management, managing budgets, evaluation, delivering against agreed targets and reporting to funders and other stakeholders.
7. Demonstrable ability to work, both independently and as part of a team, with high level organisational skills to successfully prioritise work without compromising quality.
8. Proven ability to write up work to a high standard.
9. Experience and competence with IT including Microsoft packages.
10. Ability and willingness to work flexibly including evenings and weekends.
11. Legal status to work.
12. Satisfactory pre-employment check which will be conducted via Access NI by Corrymeela prior to appointment.

Desirable Criteria

1. Knowledge and understanding of some of the tensions affecting relationships within and between people of different faiths and beliefs.
2. Current full driving licence (Valid for use in the UK) and access to a car on appointment.*

****This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport which will permit the applicant to meet the requirements of the post.***

Overview of the PEACEPLUS Interfaith & Belief Project

The Interfaith & Belief Project is one of the Belfast's PEACEPLUS Local Community Action Plan priority projects identified following an extensive co-design process working with communities and partners across the city. The vision for the Belfast PEACEPLUS Local Community Action Plan is:

Belfast will be a compassionate, culturally vibrant, an inclusive city, a shared, resilient, welcoming, and caring city. It will be a sustainable city shared and loved by all its citizens, free from the legacy of conflict.

The Corrymeela Community in partnership with the Belfast Islamic Centre, Redeeming Our Communities (ROC NI) and the Northern Ireland Inter-Faith Forum (NIIF) have been contracted by Belfast City Council to deliver this Programme the objectives of which are:

- Build, improve and sustain relationships between and within communities of different faiths and beliefs by addressing issues of trust, prejudice and intolerance and building mutual respect and a shared commitment to the common good.
- Increase knowledge and understanding of individuals and the collective history and heritage of different faiths and beliefs and to build respect for the distinctiveness of traditions.
- Facilitate positive cultural dialogue and expression within and between diverse communities, which increase levels of mutual understanding, trust and respect and help celebrate the contribution that different faiths and beliefs make to their neighbourhoods and to the city generally.
- Increase dialogue and respect between religious and non-religious groups and people.
- Increase understanding and integration of minority communities including newcomer families and young people.
- Investment into sustainable local community projects embedded in the common interests which help those most in need in society.

The community background allocated to this project is 43% Catholic, 30% Protestant, 27% Other or No Religion. This is based on the nature of the project and the target groups.

Targets/Outputs

Overall, the Interfaith & Belief Programme will engage 870 direct participants in cross-community, interfaith joined up collaboration, with a wider 1,430 plus participants engaged in capacity building, café culture events, training, learning and awareness activity through the three streams of the Programme. Target of a minimum of 6 hours and maximum of 24 hours contact hours per person across the three streams of the Programme is required.

Stream 1: Education and Awareness (Facilitated by Corrymeela)

Stream 1 aims to increase knowledge and awareness about different faiths and beliefs across Belfast. As a result, improve relations between people of different religions and non-religious backgrounds and build trust and respect through:

- Development of education materials for 15 – 20-year-olds within youth settings and schools by way of a co-design process involving 15 interfaith & belief groups.
- Building the capacity of 6 volunteers to deliver 40 interfaith & belief youth awareness sessions using the materials developed by the collective.
- Curating an interfaith & belief exhibition which may be used as an accompaniment to the education resource or displayed in a city centre location.
- Facilitating and hosting interfaith café culture and interfaith & belief awareness events.

Stream 2: Unity and Peace – Welcoming Programme (Facilitated by ROC NI)

Stream 2 aims to increase awareness of the physical, human and community assets within different interfaith and belief organisations across Belfast, with a view to seeing how these can best be utilised within Belfast’s vision of a shared society and city through:

- Recruiting 20 participants from up to 10 faith and belief groups to co-develop the Unity and Peace Welcoming Programme.
- Research/online survey exploring the assets of volunteering, facilities and assistance to support new arrivals to Belfast including refugees and asylum seekers.
- Facilitating site visits across Belfast to showcase work undertaken by different faith and belief groups.
- Working towards achieving the outcomes of the Belfast Agenda by facilitating cross-sectoral focus sessions to explore and appreciate the role of faith in the city.
- Developing ways to share stories, creating a sense of belonging and reducing isolation, offering young people a route to engage outside of school, becoming integrated with locals through activities.
- Developing and delivering a shared project promoting collaboration and relationship building for future sustainability post PEACEPLUS funding. (£5,000 allocation)

Stream 3: Celebrating Faith and Belief Festivals in the City (Facilitated by Corrymeela)

Stream 3 aims to celebrate and showcase the diversity of faiths and beliefs across Belfast through a range of different events and activities with a view to building Belfast’s vision of a shared society and city, that respects all, and challenges prejudice, hatred and discrimination through:

- Recruiting 20 faith group leaders/members/volunteers from 10 groups to collaboratively plan 5 events per annum through a series of engagement sessions.
- On the basis of this developing a calendar of events marking key faith and belief festivals/holidays during the year which different belief groups can participate in collectively to celebrate together. Examples may include, but not limited to:

Christmas, Ramadan, Easter, Diwali and Hanukkah. These must be new events and not existing activities.

- Prior to each event/festival facilitation of a themed discussion to generate engagement and interest.
- Proceeding each event/festival support a local interfaith network to deliver a local action project to address a particular local need to demonstrate faith in action, on an interfaith basis. (£2,000 allocation per local action project)