



RECRUITMENT OF
**PROGRAMME
ADMINISTRATION
COORDINATOR**

**INSPIRING
TOMORROW'S
FEMALE
LEADERS**

CANDIDATE BRIEFING DOCUMENT
MAY 2025



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WELCOME

At SistersIN, we are dedicated to empowering women through mentorship, education, and community support. Thank you for your interest in exploring the opportunity to join our Team.

The work we do is transformative, and as a the Programme Administration Coordinator, your role will support and help us to expand our impact, strengthen our programmes, and ensure that we remain a vital resource for girls and women at every stage of their journey.



As we continue to grow and evolve our Team does too. We have a highly experienced, committed and passionate staff team and board of directors, with members who each bring their individual strengths, expertise and connections.

This role will involve a range of responsibilities, including programme coordination, finance administration, social media and marketing support, and general organisational tasks.

The Programme Administration Coordinator will play a crucial role in supporting the day-to-day delivery of SistersIN, ensuring efficiency and effectiveness across all programme activities.

Peter Dobbin

Chairperson, SistersIN

ABOUT US

SistersIN is creating an ecosystem where schools, businesses and leaders are helping female students unlock a world of potential and develop the leadership skills needed to succeed in tomorrow's workplace.

51

SCHOOLS

698

GIRLS

640

MENTORS

The SistersIN Leadership Programme and idea was born out of Assumption Grammar School under the leadership of Peter Dobbin, Principal, in 2018. The initial programme pilot in 2019 proved to be so successful that it inspired the foundation of a charity to help broaden the impact and reach of the programme to more schools and pupils.

Since inception the programme has grown fivefold, with increased participation from schools, pupils, mentors, and partners. In 2025 SistersIN celebrates three years in operation and our collaborative efforts and impactful events have continued to inspire, educate, and support the female leaders of tomorrow. We are proud to welcome 51 schools and 698 girls to our programme. Our partnerships have flourished, creating a broader ecosystem where pupils, schools, businesses, government bodies, and further education institutes come together to address the gender disparities that persist in our society.

The 640 mentors assume a crucial role in this journey, instilling leadership skills and confidence in our pupils through regular mentoring meetings and a job shadow day, helping them unlock their full potential and explore new possibilities for their professional journeys.

OUR MISSION

Our mission is to enable, empower and develop female pupils in education to become the leaders of tomorrow; to help them discover their full potential and open new possibilities for their professional journeys by building leadership capability and confidence.



WHAT DO WE DO?

SistersIN has created the signature SistersIN Leadership Programme, an 8-month development journey for sixth form girls to help build their confidence and broaden their career perspectives, and is facilitated by schools in collaboration with leaders and businesses across Northern Ireland.

Focuses on application - we're encouraging participants to step into the leadership role themselves and apply what they have learnt. We provide the pupils with real-life experience and help them build confidence and resilience.

The programme delivers three key strands:

- **Leadership development training**
- **Mentorship from female business leaders**
- **Project leadership experience**

KEY AIMS & OBJECTIVES:

Starting earlier - we're connecting with young women at the point when they are first starting to think about future careers, giving them a broader perspective and showcasing new professional possibilities.

Meaningful encounters - we provide meaningful mentoring relationships with female leaders which bring different professions to life and provide inspiration and opportunities to hear personal stories and real-world career advice.

WHAT WE DO

AS PART OF THE SISTERSIN PROGRAMME:



WE BUILD SKILLS

The Leadership Skills Curriculum, is delivered by teachers in schools. This 10-week programme was intensive and challenging for the students involved



WE GIVE OPPORTUNITIES

The Leadership Project, undertaken by each girl, unearthed a wealth of innovation, creativity, and talent. The wide range of projects enriched the school curriculum and had an impact on both the school and the local community.



WE BUILD NETWORKS

Each girl was matched with a female mentor in a leadership role. This mentoring was to prove as powerful and rewarding for the female leader as it was for the student.

Regular virtual and face-to-face meetings took place, including a job shadowing day, when the girls followed the role of a senior leader in each organisation. This sparked professional conversations between mentors and mentees leading to connections that we hope will endure.

WE BUILD CONFIDENCE

“Brilliant opportunity for young women across Northern Ireland to get an insight into the world of work.”

Teacher

“There are not many programmes out there that provide this level of opportunity for the girls to meet and be exposed to so many women in leadership positions – it’s unique.”

Mentor

“My mentor showed me that no matter how much you think you can’t do something, there is always a way.”

Pupil

OUR GROWTH IN NUMBERS:

2022-2023: 10 schools | 188 girls | 188 mentors

2023-2024: 28 schools | 389 girls | 389 mentors

2024-2025: 51 schools | 698 girls | 640 mentors



THE CHALLENGE

Why SistersIN focuses on gender parity

According to the Gender Gap Index, it will take another

132 YEARS

to reach gender parity across four key dimensions:

- 1 Economic Participation
- 2 Educational Attainment
- 3 Health
- 4 Political

For women, this can mean barriers to:

- Learning opportunities
- Promotions
- Leadership positions
- Pay equity and more

We know... that **girls at 14 are 20% more confident now** than they were 5 years ago but their confidence levels drop steadily from ages 14-18

36% of 13 year old girls describe themselves as confident compared to only 23% of 18 year olds

Why does it matter?

Diverse & Inclusive leadership teams:



Advancing gender equality is critical to all areas of a thriving society, from reducing poverty to promoting the health, education, protection and the well-being of girls and boys.

WHAT DIFFERENCE DOES IT MAKE?

While much has been achieved there is significant opportunity to do more and momentum built within our community and partner groups. We are filled with excitement and anticipation for the journey that lies ahead as we continue to growth and evolve.



A copy of our 23/24 Impact Report can be viewed here: sisters-in.org/our-impact

OUR GOALS FOR THE NEXT YEARS:



2025: expand the reach of SistersIN across Northern Ireland, reaching more schools, organisations, mentors & pupils.



2026: make SistersIN accessible to all female pupils in post-sixteen education in Northern Ireland, ensuring inclusivity and equal opportunity for all.



Long-term: expand SistersIN to countries where support is critically needed; the backing from our Partners and the William J. Clinton Leadership Institute will be instrumental in making this vision a reality.

Critical enablers for the journey:



Quality experience – we are committed to ensuring the best possible experience for all our participants (pupils, mentors, teachers).



Continuous improvement – we are committed to learning from feedback to enhance the effectiveness and accessibility of the programme.



Leveraging technology – we are committed to exploring innovative ways to use technology to help us scale and become more efficient.

INSPIRING TOMORROW'S FEMALE LEADERS

THE ROLE

THE ROLE

PROGRAMME ADMINISTRATION COORDINATOR

Job Title: Programme Administration Coordinator

Salary: £24,000 - £27,000 pa

Location: Hybrid (with occasional travel across NI, and office based in Downpatrick)

Contract: Full-time*, 2 year Fixed Term (until 30th June 2027, extension subject to funding)
(*consideration would be given to 4 days /0.8)

Reporting to: Partnership Manager

The Programme Administration Coordinator will provide high-quality administrative support to the Partnership Manager and Educational Programme Manager, ensuring the smooth coordination of programme operations.

This role will involve a range of responsibilities, including programme coordination, finance administration, social media and marketing support, and general organisational tasks.

The Programme Administration Coordinator will play a crucial role in supporting the day-to-day delivery of SistersIN, ensuring efficiency and effectiveness across all programme activities.

THE PERSON

Essential Criteria:

- Proven experience in administrative or related roles (paid or voluntary)
- Excellent communication skills, both written and verbal.
- Strong organisational and time management skills.
- High level of attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with managing social media accounts, including LinkedIn and Facebook

Desirable:

- Experience in using design software, e.g. Canva
- Experience in assisting with event delivery
- Experience in marketing and PR support
- Experience in finance software, e.g. Xero



KEY RESPONSIBILITIES

ADMINISTRATIVE & PROGRAMME SUPPORT

- Provide comprehensive administrative support to the Partnership Manager and Educational Programme Manager.
- Assist in the coordination of key programme activities, ensuring smooth communication between schools, mentors, and partners.
- Maintain and manage databases, records, and programme documentation.
- Support the preparation of reports, presentations, and stakeholder communications.

FINANCE ADMINISTRATION

- Ensuring the financial stability and assist with financial administration, including processing invoices and budget monitoring.

SOCIAL MEDIA & MARKETING SUPPORT

- Assist in managing SistersIN's social media presence, including content scheduling and engagement.
- Support the creation of marketing materials and communications for digital and print use.
- Help coordinate promotional campaigns and maintain brand consistency across platforms.

EVENT COORDINATION

- Provide logistical and administrative support for programme events, workshops, and networking opportunities.
- Assist in organising venues, catering, and event materials.
- Support event communications, including invitations, confirmations, and follow-ups.

STAKEHOLDER COMMUNICATION & ENGAGEMENT

- Act as a key point of contact for general programme enquiries from schools, mentors, and corporate partners.
- Support mentor and pupil engagement initiatives through timely communication and resource distribution.
- Maintain strong relationships with stakeholders by ensuring professional and efficient correspondence.

APPLICATION PROCESS

APPLICATION AND APPOINTMENT PROCESS

To apply, candidates are required to submit a CV and cover letter outlining how they meet the essential and desirable criteria, by the closing date of **12pm on Friday 23rd May 2025.**

Applications must be returned by email to: gmckeown@sisters-in.org

Any candidates who require their application form in an alternative format due to disability should contact gmckeown@sisters-in.org.

DATES FOR THIS RECRUITMENT:

Advertising date: **8th May 2025**

Closing date: **12pm on Friday 23rd May 2025.**

Interviews: **w/c 2nd June 2025**

Anticipated Start Date: **start to mid July 2025**



OUR PARTNERS

SistersIN growth to date would not have been possible without the unwavering support of our Partners and the dedication of participating schools, principals, lead teachers, and pupils.

FOUNDING PARTNERS



PLATINUM PARTNERS



GOLD PARTNERS



SILVER PARTNERS



BRONZE PARTNERS

