

Job Description:	Programme Manager: Youth Peace Building
Accountable to:	Head of Programme
Location:	Belfast and/or Ballycastle
Funders:	The Northern Ireland Community Relations Council (NICRC) and the Department of Foreign Affairs, Irish Government

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 2025 – 2028 Corrymeela Community Strategy *Understand Each Other Better, Trust Each Other More* acknowledges that in an ever changing and complex world our contribution is ever more essential as we continue to contribute to the work of peace and reconciliation both here in Northern Ireland and in the wider world. Central to this is nurturing the next generation of emerging peace builders.

The current portfolio includes:

1. A Shared Agenda for Peace

Shared Agenda for Peace is a regional youth work project operating in communities across Northern Ireland and the border counties of the Republic of Ireland. Led by Youth Action NI and funded by PEACEPLUS, Corrymeela is one of several partners. The post-holder will line manage a Project Coordinator who is working alongside local youth groups, developing non-formal shared education partnerships (3 per annum), bringing young people together for purposeful contact, building the capacity of local youth work staff, volunteers, committees and their organisations.

The project is due to complete in September 2028.

2. Facing our History, Shaping the Future

Facing our History, Shaping the Future is a partnership with the international NGO Facing History and Ourselves based in the USA and Facing History and Ourselves UK. We work with educators and students committed to standing up to bias, bigotry and hate. This primarily involves three strands: **direct pupil engagement**, **teacher training**, and **support for student teachers**. The post holder will lead on this work.

This work is funded by the Northern Ireland Community Relations Council (CRC) and the Department of Foreign Affairs and Trade (DFA). It is a curriculum focused project with direct work with educators and students, building skills for citizenship through the exploration of historical case studies where there has been deep rooted violence.

3. Seeds of Hope

Seeds of Hope focuses on young leaders, aged 18-27, who are already working in their communities, often as volunteers or informal peace advocates. Many come from segregated or underserved areas, bringing lived experience, authenticity, and a deep personal stake in reconciliation. The project equips the young people with tools, strategies and mentorship to return home as more confident, impactful leaders of peace. The post-holder with the support of a Project Coordinator will lead on this work.



Seeds of Hope is supported by the Rotary Club of San Antonio in Texas; Belfast and London/Derry in Northern Ireland; Dublin and Clonmel in Ireland; and The Hague in the Netherlands.

4. Joined Up: Developing Good Relations in the School Community

Joined Up: Developing Good Relations in the School Community is a resource developed by The Corrymeela Community and the Northern Ireland Council for Integrated Education (NICIE) in 2005. Both organisations recently agreed to develop a sequel, speaking to the changing context in Northern Ireland. There will be significant development and training opportunities aligned with Shared Education programming which the post holder will lead on.

This post is supported by NI Community Relations Council Core Funding Programme and the Department of Foreign Affairs and Trade Reconciliation Fund.

Key Tasks

Programme Development

- Support the implementation of Corrymeela's Strategic Plan 2025 -2028, exploring opportunities for synergy with other programmatic areas of work and cross-organisational learning.
- Identify and respond to emerging need, developing relationships and working alongside youth work practitioners and educators.
- Strategically networking, promoting partnership and innovation with a range of external stakeholders in Northern Ireland, the UK, the Republic of Ireland and internationally, including current and potential funders.
- Plan and prepare project proposals to nurture and develop practice and secure funding.

Programme Implementation

- Implement Corrymeela's evolving thematic programme work in Youth and Peace Building to include the facilitation of learning programmes both residentially and community based for a range of groups including youth workers, educators and young people.
- Provide line management to the Project Co-ordinator Youth and Peace Building, including regular supervision and annual appraisal.
- Ensure excellent project management to include overseeing project start-up and close out, development and execution of detailed work plans, budget management, reporting and monitoring in collaboration with relevant Corrymeela departments and funders.



Monitoring and Evaluation

- Oversee monitoring and evaluation work to effectively capture results and contribute to internal institutional learning/reflection and external dissemination.
- Support development of M&E framework ensuring that indicators are captured to measure how we are progressing towards meeting the objectives of Corrymeela's Strategic Plan 2025 – 2028.

Communication

- Represent and promote the work of the Youth and Peace Building portfolio. building connections and networks externally to develop the Programme's reach.
- Ensure the highest level of communication and cooperation with relevant Corrymeela departments/teams.
- Ensure adherence to Communication Guidelines, as set out by funders.

Finance and Administration

- To work within and manage project budgets and adhere to Corrymeela's financial policies and procedures.
- Provide narrative and financial reports as required by funders and partners.
- 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.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.

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 – Youth and Peacebuilding
Location:	<p>Belfast and/or Ballycastle</p> <p>Travel across Northern Ireland, Republic of Ireland, United Kingdom, Europe and the United States of America may also be required to meet the needs of Corrymeela.</p>
Contract Type:	Permanent
Hours:	<p>37.5 hours per week</p> <p>Flexibility to work during evening and weekends are essential to fulfil the obligations of the post.</p> <p>In addition, Corrymeela operates a residential centre and the post holder will be required to undertake residential work at the Ballycastle Centre.</p>
Salary:	£ 34,693 per annum
Pension:	A Corrymeela Community Pension is in operation
Notice Requirement:	Three months' notice
Probationary Period:	A six-month probationary period will apply
Terms and Conditions of Employment	<p>Appointment is subject to receipt of two satisfactory references, one which must be from a current or previous employer.</p> <p>Successful applicants must provide evidence their right to work in the UK in accordance with the Asylum and Immigration Act.</p> <p>Proof of relevant academic and professional qualifications will be required.</p> <p>Applicants must provide evidence of appropriate vehicle documentation, where applicable.</p> <p>The role is subject to an Access NI check.</p>



Essential Criteria:

1. Relevant third level qualification or equivalent (relevancy must be detailed in the application form, but may include for example, Teaching, Education, Youth Work, Reconciliation Studies) and two years of paid experience of the following: -
 - **Project** management of multiple projects to include: budget management; delivering against agreed schedules, targets and deadlines; project evaluation and reporting to funders;
 - **Delivery** of learning programmes to include facilitation and refinement of factual resources on a range of issues, including history and shared education, appropriate for a range of needs and audience including educators.

OR - Four years' demonstrable experience in areas as detailed above

2. Evidence of an expansive level of knowledge of Irish/Northern Irish history, society and politics.
3. Demonstrable experience of people management including, volunteers and external facilitators, to include performance management.
4. Proven ability in partnership working with a range of diverse stakeholders to promote shared learning and effect change.
5. Proven ability to work both independently and as part of a team, with high level organisational skills to successfully prioritise work without compromising quality.
6. Proven ability to write up work to a high standard.
7. High level of experience and competence with IT including all Microsoft packages.
8. Ability and willingness to work flexibly including evening and weekends.
9. Ability and willingness to travel across Northern Ireland, Republic of Ireland, United Kingdom, Europe and the United States of America.
10. 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.

Desirable Criteria

1. Proven ability of developing new proposals in line with organisational strategy and seeking funding to deliver.
2. Proven experience of delivering programmes on topics such as history, citizenship, culture and identity, ensuring a safe learning environment.

