

Project Manager: Addressing the Legacy of Violence through Facilitated Dialogue Project

About us

The Glencree Centre for Peace and Reconciliation (Glencree) is an independent, non-governmental organisation that works with individuals and groups to transform violent conflict, promote reconciliation, build sustainable peace, cultivate positive relationships, and works towards more inclusive, equitable, and diverse societies.

Glencree was founded in 1974 as a direct response to the violence happening predominantly in Northern Ireland. Through working with politicians, women, youth, victims/survivors, former combatants, security force personnel and community and religious leaders Glencree has built a strong reputation for its practical contribution to peacebuilding and the Northern Irish peace process.

Since 2004 Glencree started to develop its International Programme that has resulted in its engagement in or with actors from over 10 conflict areas around the World. In 2016 Glencree started a Refugee Integration and Cultural Diversity Programme seeking to make a contribution to making Ireland a more welcoming and inclusive place for all irrespective of their background.

Glencree is based and carries out much of its work from its beautiful and historic residential centre in the Wicklow Mountains just 25kms from Dublin City Centre.

Project Background

Building specifically on Glencree's work with politicians, victims and survivors, former combatants and security forces, Glencree started a 'Legacy of Violence' project in 2015. This formed the basis for a Peace IV application and Glencree has been awarded funding by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB) for a project entitled 'Addressing the legacy of violence through facilitated dialogue'.

The project is expected to run until December 2021 and will be focused around, but not limited to, the experiences of four 'victims and survivors' groups and their communities. Through a process of 20 private and confidential facilitated dialogues, four of which will be women led, it will examine themes and issues which remain as obstacles to deeper understanding and the promotion of positive relations. The four key groups along with other relevant parties will co-develop their own process and pace of engagement, entering into dialogue with groups and individuals with differing interpretations of what happened in the past including as appropriate those perceived to have contributed to causing harm. It is envisaged that approximately 1,270 individuals will engage in the project. The learning accrued through the project is expected to be of assistance to 'Victims and Survivors' groups, other interest groups, academics, policymakers, and practitioners in ascertaining how to productively

engage with Northern Ireland's contentious past and this learning will be shared through publications, roundtables and an end of project Symposium.

The Role

Glencree is seeking a very experienced, results-focused project manager to lead the implementation of this important project. The Project Manager will be responsible for ensuring the project achieves the expected outcomes and manage the day to day implementation of all the project phases - mobilisation, implementation, monitoring and evaluation, sharing of learning and project closure. S/he will be responsible for the strategic direction of the project, management of the project team, budget management, reporting (financial and narrative) and implementation of the project communications plan.

Reporting to: Chief Executive Officer (day-to-day) and Project Steering Group (on a quarterly basis).

Manages: Assistant Project Manager, Network and Outreach Coordinator (contractor) and two Facilitators (contractors).

Liases with: Financial Controller, Learning Coordinator and Lead Researcher (existing members of Glencree staff who as part of their role are part of the project team) and other relevant programme and hospitality Glencree staff.

Salary: €54,000 - €58,000

Location: Glencree Centre for Peace and Reconciliation in Co. Wicklow, Ireland

Terms: Fixed term contract (with expected end date of December 2021); Full-time (40 hours per week).

Specific Project Tasks: (not an exhaustive list)

- Manage the day to day implementation of the project plan and its strategic direction
- Manage the project team – Assistant Project Manager, Project Administrator, Network and Outreach Coordinator and two Facilitators including regular meetings and performance management
- Liaise closely with other key Glencree staff who form part of the wider project team – Financial Controller, Learning Coordinator and Lead Researcher
- Take responsibility for achievement of project outputs and outcomes
- Recruit (with support from others) the Assistant Project Manager, Facilitators, Network and Outreach Coordinator and Project Administrator

- Manage the budget, expenditure and cash flow of the project with oversight from the CEO and support from the Financial Controller
- Organise the learning events – Roundtables and Symposium - with the Learning Coordinator
- Ensure the publications, developed primarily by the Lead Researcher, are of a high quality.
- Ensure timely, accurate and high quality reporting to SEUPB
- Oversee the effective monitoring and evaluation carried out by the Lead Researcher
- Chair and conduct regular team meetings
- Be responsible for all project communication in coordination with the CEO.
- Develop a crisis communication strategy and in conjunction with the CEO ensure its effective implementation if required
- Ensure the development of a specific project webpage and that it is appropriately updated on a regular basis
- Ensure timely reporting, both narrative and financial, to CEO and Financial Controller and to the Steering Group
- Build strong relationships with the victim and survivors groups and groups from the other clusters with the Network and Outreach Coordinator. This will involve attending many preparatory engagement meetings as well as one to one meetings and phone calls.
- Attend all dialogue and sharing of learning events
- Keep the wider Glencree team appropriately informed of project progress
- Take responsibility for ensuring strict confidentiality maintained by the project team and ensure appropriate processes are put in place to achieve that. This will include securing legal advice as necessary and in conjunction with the CEO ensure this is followed at all times
- Any other reasonable duties consistent with the responsibilities of the post as requested by the CEO

Experience, skills and personal competencies required:

- **Project Management:** The successful candidate will have no less than 10 years' experience in community relations or peacebuilding project management which must include significant experience working with victims/survivors, ex-combatants and security force groups, as well as political and civil society representatives.
- **Knowledge:** An intimate knowledge of the conflict in and about Northern Ireland and the Northern Irish peace process and its implementation challenges is essential.
- **Budget and financial management:** The successful candidate will have considerable experience in managing large budgets for complex projects including cash flow management.
- **Staff Management:** Have a strong track record in successfully managing project teams demonstrating being able to: bring the best out of direct reports; create a good team environment; and manage conflicts and issues that arise well.

- **Team Player:** Good at integrating into an established team and collaborating with others. Ensure support and buy in into the project amongst those s/he will liaise with in Glencree and in turn be supportive of other areas of Glencree activity.
- **Personal Skills:** The successful candidate will demonstrate exceptional personal skills being able to develop strong relationships with groups dealing with very sensitive and traumatic issues and to be able to manager those relationships over a long period of time.
- **Strategic Planning:** Demonstrable experience in thinking strategically and being able to adapt plans to achieve goals if evidence indicates this is required.
- **Confidentiality:** Ability to keep all relevant information confidential is absolutely critical. The successful applicant will be a person of utmost integrity, honesty and reliability.
- **Communications:** Demonstrable experience in successfully managing communications for previous projects through a variety of media without in any way compromising the confidential and sensitive nature of a project.
- **Report writing:** Demonstrable strong report writing skills.
- **Flexibility:** Willingness to work anti-social hours and at weekends and to immediately address significant problems if they arise is a must. Glencree operates a time in lieu policy to facilitate the need for flexible working.
- **Facilitation:** Prior experience in facilitating inter-group dialogues and/or mediation highly desirable.
- **Networking:** The successful candidate will have a good existing network of contacts across Northern Ireland and the Republic of Ireland with victims/survivors, ex-combatant and security force groups, and political and civil society representatives – this must include people in leadership positions. Good contacts within Great Britain is desirable. S/he will have a proven track record in effectively networking to support project goals and implementation.
- **Counselling/psychotherapy** experience would be beneficial. (Please note that this is not a therapeutic project but during the project implementation traumatic events and experiences will inevitably be discussed and the team will need to handle them with sensitivity and due care).

Qualifications:

- Masters in relevant area.

The successful candidate will need to be eligible to work in the Republic of Ireland and be able to drive to Glencree as there is no public transport to the Centre.

Application:

To apply please send your CV and covering letter detailing your interest and suitability for the job to recruitment@glencree.ie. The deadline for applications is 12:00 Irish Summer Time on Monday 2nd October 2017. First round interviews are expected to take place on the 9th and 10th October 2017.