

Community & Political Dialogue Programme Team

Assistant Programme Manager (With Special Responsibility for Ireland-United Kingdom Political Dialogue)

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.

Programme Team Background

The Community and Political Dialogue (CPD) Programme has been in existence for over 25 years and has been to the fore in encouraging participants from across the islands to engage with each other on the issues that remain contentious. The decision by the people of the United Kingdom to leave the European Union in 2016 has created significant challenges in all of the relationships underpinning the Good Friday Agreement. The once easy and collaborative relationship that existed across the Irish sea has proved more difficult to navigate in recent years not least in the context of how Unionists see the Northern Ireland Protocol. The difficult and sensitive issue of legacy and how we deal with the past has also been prominent and recurring theme.

This changed political context has created opportunities for a greater degree of engagement with The EU as well as ambassadors, and officials who have supported our work in the past and who continue to do so at present.

The Role

Following the receipt of 3-year funding to develop new project streams, we are expanding our team to include a second Assistant Programme Manager. The role will involve assisting the Programme Manager in the design, development and management of the Programme, undertaking tasks such as event management, logistical planning, staff management, maintaining records including evaluation information and then preparing reports for presentation to funders, stakeholders and partners, etc.

The role and functions will be operated out of the Glencree Centre, however on occasions some travel may be necessary to assist in the delivery of the programme, including at specific events. The successful candidate will be required to take responsibility for the Programme in the temporary absence of the Programme Manager during holidays or vacation periods.

Reporting to: Programme Manager

Liases with: Community & Political Dialogue Programme team; Admin team; CEO

Salary: €39,000 p.a.

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

Terms: Full-time Position

Experience and skills sought:

The following are indicative experience and skills sought in looking for the best person to assist in leading this project. However above all the successful applicant will have a deep commitment to working through the myriad challenges arising from our violent past, be highly organised and efficient and have the personal and relational skills to work on a project that touches on some of the most contentious and 'raw' issues that remain in building a sustainable peace.

- **Project Management:** Experience in managing peacebuilding and/or community, Political relations projects is highly desirable.
- **Personal Skills:** Exceptional personal skills in dealing with very sensitive issues and to be able to build and sustain relationships over a number of years.
- **Team Player:** Having a strong track record in working well with others and being a highly effective team member.
- **Organisation:** Demonstrable track record in being highly organised and efficient.
- **Confidentiality:** Ability to keep all relevant information confidential is absolutely critical.
- **Knowledge:** A good knowledge and understanding of the conflict in and about Northern Ireland and the Northern Irish peace process and its implementation challenges is desirable. A good working knowledge of Politics in Ireland and across the EU is also desirable.
- **Gender sensitivity:** A keen sensitivity to how violence and violent conflict can be inflicted and experienced in gendered ways is important.
- **Flexibility:** Willingness to work evenings and at weekends, when required (Glencree operates a time in lieu policy to facilitate the need for flexible working).
- **Report writing:** Being able to write well is crucial.

- **IT and Computing** It is essential that any prospective candidate would be proficient in the use of technology and in particular the use of Microsoft Word, Excel, Powerpoint, and Microsoft Outlook. The understanding of and ability to operate within the Windows environment including file management, sharing and collaboration with other users, etc. The ability to use online forms and other technical reporting tools will also be important.
- **Budget and financial management** experience of managing budgets and financial reporting is essential.
- **Communications:** Experience in successfully managing communications for previous projects is an advantage.

The successful candidate will need to be eligible to work in the Republic of Ireland and have a full, clean driving licence. It is important to note that the Glencree Centre is based in a remote location without public transport access, so applicants must have their own mode of transport.

Application:

To apply, please send your CV and covering letter detailing your interest and suitability for the role to recruitment@glencree.ie.

Closing Date:

The deadline for applications is 5.00pm on Friday, 10th June 2022.