

The Glencree Centre for Peace and Reconciliation is recruiting for the position of Administrator (12 month contract)

Job Title: Intercultural and Refugee Programme Administrator
Location: Blended by prior agreement (Glencree office/working from home)
Reports to: Intercultural and Refugee Programme Coordinator
Conditions: Four days per week, 12 month fixed term contract
Applications Deadline: Friday 5.00p.m. 27th May 2022

About Glencree

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 and cultivate positive relationships that contribute to inclusive, equitable and diverse societies. Glencree was founded in 1974 in response to the conflict in Northern Ireland. Over the years we have worked behind the scenes facilitating difficult conversations and building relationships across divides. Glencree's current programmes include Community and Political Dialogue; Peace IV Legacy of Violence; Peace Education; Women's Leadership; Intercultural & Refugee; and Southern Voice for Peace. The Glencree Centre is based in the beautiful surrounds of the Wicklow mountains, just 25kms from Dublin City Centre.

About the Intercultural and Refugee Programme

In 2016, Glencree set up its Intercultural and Refugee Programme to contribute to making Ireland a more welcoming and inclusive place for all, irrespective of their ethnic, faith or cultural background. This programme seeks to build on Glencree's experience in providing opportunities for people from divided communities to listen to the experience of 'the other,' reduce prejudice, prevent racism, and develop constructive intercultural connections and collaborations. The programme's aims are to:

- 1) Increase mutual understanding between host communities, migrants and refugees and members of minority ethnic and faith communities
- 2) Promote the integration into Irish society of socially excluded and vulnerable migrants, refugees, and members of minority ethnic and faith communities
- 3) Combat racism and xenophobia, including Islamophobia and Afrophobia.

In March 2022, a new Project began *Better Community and Intercultural Relations, through Dialogue and Encounter* to use dialogue including creative methods to support improved community and intercultural relations between host communities and migrant groups. Objectives of *Better Community and Intercultural Relations, through Dialogue and Encounter* project

- a) Create and support opportunities to facilitate safe space work with individuals and leaders from Irish Muslim (of all ethnicities including African Irish), and other African Irish

backgrounds to build trust and relationships leading to encounters with key people from host communities at local level

- b) Convene and independently facilitate national policy dialogues between migrant groups and government and statutory stakeholders
- c) Strengthen the intercultural conflict resolution capacity of migrant and host community groups at local community level, to dialogue together as well as working with all parties to come up with grass-roots solutions
- d) Facilitate intercultural dialogues at local and national level to advance integration by engaging people from host and migrant communities to identify challenges and solutions. At local community level, conflict resolution training will build skills for key individuals from host and migrant communities and a sharing and learning network will sustain skills and relationships to enhance integration by preventing discrimination and resolving intercultural tensions at local levels.

Job Description

The Glencree Centre for Peace & Reconciliation is looking for a dynamic, energetic, and positive person to join our team as the Administrator for the Intercultural and Refugee Programme. The successful candidate will report to the Programme Coordinator and will also work with the Project Lead of the Hope and Ambition Project, other Glencree staff, Consultants, NETHATE PhD students, interns, and volunteers. This post operates in a team environment and the post holder will work collaboratively with their Glencree colleagues, attending staff and programme meetings and liaising with all departments within the organisation. From time to time the post may require an element of working unsocial hours including weekend work. A time off in lieu system is in operation. Glencree is an equal opportunities employer we specifically welcome applications from people from diverse and minority ethnic and faith backgrounds.

Key Duties and Responsibilities

The Refugee and Intercultural Programme Administrator's primary responsibilities will include:

- Dealing with all correspondence, emails, and telephone calls for the Intercultural and Refugee Programme, replying to same on behalf of the Programme Coordinator or redirecting to other colleagues, consultants, or volunteers
- Providing advice/assistance on a daily basis to people with queries about the Programme's work and liaising with project participants and other stakeholders
- Organising Programme meetings, travel and accommodation and attending meetings where applicable
- Setting up, maintaining, and updating the Programme records, databases, and electronic and paper filing systems
- Keeping all project financial records, as directed by the Programme Coordinator, liaising with programme staff and the Glencree Financial Controller and funders as appropriate
- Assisting the Programme Coordinator in compiling activity and financial reports as required by the Glencree and funders
- Compiling, designing, and issuing the regular Programme information bulletin, choosing items from the diverse range of relevant information available and increasing the mailing list and the groups from which information is obtained

- Working closely with the Communications lead, the Chair of the Board and the CEO on project launches/announcements, project event planning and publicity, project publication production, project PR activities along with providing programme updates for the Glencree website updates and social media channels
- Sharing general Glencree administration tasks such as answering phone calls, emails and correspondence and providing administrative support relating to Glencree events; and undertaking any other responsibilities as defined from time to time by the Programme Coordinator or the CEO. This job description is not exhaustive and may change with the needs of the organisation.

Essential Skills and Experience Sought

- Excellent organisational skills, ability to multi-task and prioritise workload
- Ability to work as a team but also on own initiative
- Experience in working with the community and charity sector
- Understanding of social inclusion, anti-racism, and intercultural integration issues
- Experience of, and sensitivity towards, working with individuals and groups who are marginalised and discriminated against in Irish society
- Experience of working directly with refugees, migrants and/or members of minority ethnic or faith communities
- 1-2 years' experience in a similar administrative role
- Experience of office, financial management, report writing and social media
- ECDL Qualification required or equivalent level of IT skills/Microsoft Office/databases
- A FETAC Level 5 award in a relevant field such as Business or Office Administration or the equivalent level of qualification is desirable but not essential
- Fluent spoken and written English
- The successful candidate will need to be eligible to work in the Republic of Ireland and have a full, clean driving licence, due to the Centre's remote location.

Conditions: This is a 12 month fixed term contract, with the possibility of extension, dependent on funding.

Salary: €27,000 per annum pro rata - €21,600 for 4 days per week.

Job Location: The post is based in the Glencree Centre for Peace & Reconciliation, Glencree, Enniskerry, Co. Wicklow, Ireland, A98D635 however, Glencree currently employs a blended working policy, where staff can work both from home and from the office, on set days agreed with their line manager. All staff are expected to attend, in person, programme meetings/events and Glencree events/meetings.

How to apply: To apply for this job please submit a copy of your current CV along with a cover letter outlining your interest in and suitability for this role to recruitment@glencree.ie. Please ensure you include the subject heading: **Intercultural and Refugee Programme Administrator**. The deadline for receipt of completed applications will be **5.00pm Friday 27th May 2022**. A shortlist of selected candidates will be invited to attend for Interview (via Zoom).

This post is funded by the Tomar Trust and the Oblates of Mary Immaculate.