



INTERNATIONAL FUND FOR IRELAND

JOB ADVERT:

Wanted – Head of Programmes – Ireland / Northern Ireland:

Through our work alongside the Glentoran Social Partnership and the International Fund for Ireland, Rio Ferdinand Foundation are seeking a forward thinking, strategic and adaptable individual to manage a range of youth and community development projects across Belfast and the border counties of Northern Ireland and Ireland.

This is an exciting opportunity for a senior individual to take the next step in your career, utilising your skills and experience to develop cross-community and cross-border youth engagement programmes. You will be confident in bringing together a range of strategic partners on a local and national level, with stakeholders across the public, private and community sectors, to make lasting change to young people and communities.

The role will be Belfast based with regular travel to project areas across Northern Ireland and Ireland. Sitting on the Foundation's Senior Management team, you will also be building relationships with colleagues in London and Manchester as part of an East-West sharing of best practice and experience.

Given the nature of the role, you will work closely with our CEO and Directors to shape and drive the strategic direction and growth of the Foundation's work across the island of Ireland.

For more information on the role and how to apply, please review the full job description.

Closing date: Monday 31st July 2023

POST DETAILS

Post Title: Head of Programmes – Beyond The Ball Ireland / Northern Ireland

Employer: Rio Ferdinand Foundation

Location: Working from our Belfast partnership office covering operations across Ireland and Northern Ireland

Salary: £37,000 - £40,000 per annum

Hours: Full-time, 36 Hours per week (Initial 2 years fixed term contract with view to extend)

Reporting to: Operations Director & CEO

JOB SUMMARY: The Programme Manager is responsible for managing all project activity delivered by the Rio Ferdinand Foundation and Glentoran Social Partnership in Belfast and across the border counties of Northern Ireland (Derry/Londonderry, Omagh and Fermanagh) and Ireland (Donegal, Sligo, Leitrim, Louth) as part of our strategic partnership and funding through the International Fund for Ireland.

Given the nature of this role the successful candidate will work closely with the CEO and partners in the strategic development of this programme.

We are looking for a well-organised, dynamic, energetic, and enthusiastic individual who can manage and develop a team of full time, part time and sessional staff and strategic and grassroots delivery partners. This post will be expected to:

- Develop, manage, deliver, and evaluate a range of high-quality youth interventions and social change programmes and projects in a variety of settings.
- Work directly with our young people, leading by example in managing a designated team of staff in line with appropriate terms and conditions.
- Contribute to the on-going development and sustainability of the Rio Ferdinand Foundation and our Glentoran Social Partnership collaboration as a member of our Senior Management team, developing and maintaining key relationships with partners from across various sectors including, statutory, private, business, national and third sector.

Duties (not in priority order):

- Work directly with our young people and partners, always leading your staff team by example – this is not a desk-based job but a real mix of programme development and management, creativity and innovation, youth work delivery, stakeholder management, and direct line management as well as overseeing key reporting, monitoring and administrative functions that are a part of your programmes.
- To act as the front face of the Rio Ferdinand Foundation in Northern Ireland and Ireland alongside the CEO, leveraging existing relationships across the sector and building positive working relationships with a variety of stakeholders and partners.
- Manage all of our programmes across Ireland and Northern Ireland as part of our partnership with Glentoran Social Partnership and the International Fund for Ireland and facilitate progression pathways with a range of funders and partners on a local and national level.
- Managing and supporting office and delivery staff on a range of projects for young people at risk or vulnerable ensuring relevant policies and procedures are followed. This includes developing staff with input from our Training and Progression Manager, recruiting new team members, overseeing rotas and timetables, and ensuring timesheets and payroll information are processed to agreed monthly deadlines.
- Quality assuring the delivery of sessions linked to the personal development of young people. This will include working alongside our Training and Progression Manager to implement education, training, and employment opportunities along with all relevant exit routes.
- Oversee monitoring and evaluation of programmes to be able to evidence the impact of activity against agreed deliverables and targets with a focus on International Fund for Ireland and completing all their reporting and monitoring requirements)
- Produce and share quarterly reports with funders and attend meetings with them as and when required.
- Reporting to key strategic partners involved in the programme and ensure links are made and information shared with appropriate agencies.
- Ensuring the health and safety, equality and child protections policies are adhered to in all areas of the programme.

- Be responsible for programme delivery budgets and to ensure all income and expenditure targets are achieved.
- Be an active member of the Foundation's Senior Management team inputting to our strategy and collective vision for the Foundation and our partnerships.
- Work with our Operations Director and CEO and our partners at Glentoran Social Partnership to input into fundraising and income generation for new programmes to secure the long-term development and sustainability of our work in Northern Ireland and Ireland as appropriate.
- Work with our Communications Lead to develop a coordinated approach to our PR, Communications and Marketing that captures our work and raises the profile of the Foundation.
- Actively represent Rio Ferdinand Foundation at working groups, initiatives, and events.

OTHER RESPONSIBILITIES

- Work flexibly where appropriate on evening, weekends and during school holidays to ensure full and supportive delivery of the programme.
- Undertake new training to develop work related skills and knowledge
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Foundation, as may reasonably be requested
- Work with due regard for RFF's core values and objectives
- Ensure the effective implementation of, and adherence to RFF's Equal Opportunities, Safeguarding and Health and Safety policies and procedures.

PERSON SPECIFICATION:

Qualifications, Experience, Knowledge & Skills

- Relevant academic/industry qualifications
- Ideally educated to degree standard or equivalent through experience

Experience

- Have at least five years' experience of managing programmes that support disaffected young people
- Have at least three years' experience of supervising, developing, and managing staff.
- A proven track record of forming productive relationships with a wide variety of organisations and individuals from diverse backgrounds and multi-agency co-ordination
- Planning, delivering, managing, and monitoring multiple community focused, social inclusion initiatives, ideally working with local authorities, police, sports clubs, and youth justice groups
- Experience of developing proposals, and writing reports for varied audiences
- Experience of working on multi-partner projects.

- A good understanding of community engagement projects
- Experience of campaigns and event management (desirable)

Knowledge

- A thorough understanding of government policies related to young people and communities including Good Relations
- Understanding of the issues facing young people in disadvantaged communities
- A working knowledge and understanding of the barriers to personal development in areas of deprivation

Skills

- Project Management skills
- Supervision of staff, coaches, freelancers, and volunteers
- Proven negotiation skills
- Communication skills to varied audiences
- Ability to work in a confident and flexible manner
- IT literate using MS Office (word, excel, power point, outlook)
- Clearly demonstrate an ability to build trusting relationships and deliver high quality activities for young people.
- Proactive, resilient, and able to work well within a close-knit team.
- Able to identify and share best practice in the community environment
- Self-starter, used to delivering targets on time to high standards
- Excellent problem solving and multi-tasking skills

How to apply:

If you are interested in the above role please email your CV and cover letter (max 2 pages) explaining your suitability in line with the person specification to info@rioferdinandfoundation.com by our closing date of Monday 31st July.

Successful applicants will be contacted, and interviews will take place from week commencing 21st August 2023.