

CANDIDATE INFORMATION BOOKLET

PROGRAMME EXECUTIVE: FINANCE & ADMINISTRATION

'ON THE RADAR – PATHWAYS TO STRONGER COMMUNITIES' PROGRAMME

CI/CPFFA/1026

FIXED TERM CONTRACT UNTIL 31/03/2029

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Completed application and monitoring form to be returned to

vacancies@cooperationireland.org

No later than 4pm on Friday 23rd October 2026

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Co-operation Ireland is an equal opportunities employer.

FOREWARD

Thank you for your interest in the position of Programme Executive with the 'On the Radar – Pathways to Stronger Communities' Programme at Co-operation Ireland. This appointment will provide an exciting opportunity for a dedicated individual to join our team. Please refer to the job description and person specification within this booklet for more information about this role. Further information about Co-operation Ireland is also included.

You should pay attention to the person specification and demonstrate clearly in your application form how you meet the essential and desirable criteria for the role.

Please ensure you follow all instructions and note that all applications must be made by the application form. CVs will not be considered.

If you have any questions regarding the role, please contact us at vacancies@cooperationireland.org

Best wishes in your application,

Paul Boylan
Interim Chief Executive Officer

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INFORMATION ABOUT CO-OPERATION IRELAND

OUR APPROACH

Co-operation Ireland is an all-island peace-building organisation. We work to build a shared and cohesive society by addressing legacy issues of the conflict and facilitating contact and collaboration between people from different backgrounds across these islands.

Under our current strategic plan, our programmes are primarily targeted at young people and marginalised communities which have experienced the worse impacts of the conflict.

OUR VISION

Co-operation Ireland works to promote and encourage interaction, dialogue, and practical collaboration between the peoples of Northern Ireland and between Northern Ireland and the Republic of Ireland.

Co-operation Ireland's vision is of: "A peaceful and stable island where people of all backgrounds live and work together for a better future."

OUR MISSION

Our mission is to sustain peace by helping to build a shared and cohesive society. Co-operation Ireland does this by working in partnership with others in these islands to:

- Develop initiatives which address emerging challenges to peace;
- Facilitate understanding, positive relationships and co-operation across these islands, building a sense of interdependence;
- Create a supportive environment by building capacity, influencing policy, and developing collaboration at a strategic level;
- Share our learning and experience of peace building and practical co-operation internationally.

OUR VALUES

In carrying out its mission, Co-operation Ireland is guided by the following values:

- Respect for People and their Rights;
- Inclusion, Equality and Fairness;
- Accountability, Integrity and Transparency.

Further information can be found on our website at <https://www.cooperationireland.org>

JOB DESCRIPTION

Role:	Programme Executive: Finance & Administration <i>'On the Radar – Pathways to Stronger Communities'</i>
Reports to:	Programme Manager.
Location:	Co-operation Ireland Office in NI (Belfast) or ROI (Dublin)
Salary Scale:	Grade 2 – NI £28,000 - £34,000 / ROI €38,000–€45,000 per annum
Contract Period:	Fixed Term Contract until 31st March 2029.

Hours: 35 hours per week (Co-operation Ireland is committed to providing a positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive flexible working policy).

Job Purpose

Led by the Programme Manager, the Programme Executive - Finance & Administration, will provide finance and administration support to the effective operation, delivery and management of 'On the Radar' a 3-year capacity development programme benefiting the development of small community groups from across Northern Ireland. 'On the Radar' is led by Co-operation Ireland working with partners. This role will include key financial and operational support duties including the procurement of goods and services, supplier payments processing, the maintenance of appropriate journals/books/financial records relating to programme expenditure, the processing of expenditure claims and submission to funders, spend analysis and monitoring against approved budgets. The role will also include the provision of day-to-day operational administration support to the delivery of the programme by the Programme Manager, the Project Manager (Community Engagement & Training), and partners.

Background - 'On the Radar – Pathways to Stronger Communities'

'On the Radar – Pathways to Stronger Communities', funded by the Northern Ireland Office (NIO), is a 3-year capacity building programme for small, informal and under-developed community groups in Northern Ireland. The programme will help groups to build strong networks, to empower their ideas and ambitions, to pursue larger scale projects, will strengthen their ability to access funding opportunities, while building financial resilience and sustainability. Co-operation Ireland leads the delivery of the programme in partnership with Rural Action and the Northern Ireland Council for Voluntary Action (NICVA). Over three years, the programme will engage with and support 500 community groups through a pathway of discovery, core development and progression.

Main Duties and Responsibilities

Financial Administration Support

- The procurement of services and goods in line with public sector/funder/organisational guidelines.
- Processing payments and maintaining financial journals.
- Compliance with audit requirements and the maintenance of appropriate records.
- Spend analysis and reporting against approved budgets.
- Maintaining and providing accurate financial and budget forecasting information.

Financial Claims Processing

- Preparing detailed financial expenditure claims in line with funder requirements.
- Submitting claims to funders, liaising with Co-operation Irelands finance team and partners.
- Follow-up and resolution of any queries or issues arising in a timely manner.

Programme Administration Support

- Providing day-to-day operational administration support to the delivery of the programme.
- Providing administrative support to the organisation of workshops, events, webinars.
- Support to maintain programme CRM, databases and participant beneficiary records.
- Support to produce and distribute programme communications, marketing and other materials.
- Support to operate programme helpdesk and other communications functions.

Collaboration and Teamwork

- Work with the Programme Manager, Project Manager (Community Engagement & Training), Rural Action and NICVA to provide administration support to the effective coordination and delivery of the programme.
- Support compliance with all programme finance, governance and reporting requirements.
- Build strong relationships and networks with other groups, stakeholders and partners across the community and voluntary sector.

General

- Promote Co-operation Ireland positively and uphold the organisation's values of collaboration and respect.
- Comply with all organisational policies, including safeguarding, equality, health and safety and ensure GDPR compliance .
- Undertake any other duties deemed necessary to ensure effective delivery of the programme.

This is the description of the job as it is presently constituted. It is the practice of the organisation to periodically examine staff job descriptions and to update them to ensure that they continue to relate to the job. It is the aim of the organisation to reach agreement to reasonable changes following discussion with the post holder.

A panel may be established from this campaign from which future fixed-term or specified-purpose vacancies may be filled.

PERSON SPECIFICATION

Educational and Professional Qualifications	<i>Essential</i>	• Third-level qualification and/or demonstrable experience gained working in a similar role.
	<i>Desirable</i>	• Finance, Business Administration or other relevant qualification(s).
Previous Experience/ Training	<i>Essential</i>	• Experience of managing and accounting for funds working in a public funding environment. • Experience of preparing and submitting financial claims to funders. • Experience of procuring goods and services. • Experience of maintaining financial journals, books and records to ensure audit compliance.
	<i>Desirable</i>	• Understanding of or interest in reconciliation, promoting good relations, and peacebuilding, as it relates to the community and voluntary sector. • Experience gained working within a publicly funded environment.
Other	<i>Essential</i>	• Willing and able to travel within Northern Ireland, Ireland and occasionally further if required. • Willing and able to work occasional extended hours if required (within Co-operation Ireland's Flexible Working Policy).
	<i>Desirable</i>	• Possession of a valid driver's license and access to a car for business purposes

'On the Radar' is a 3-year capacity development programme for under-developed community groups which is funded by the Northern Ireland Office, under the Community Partnership Fund 2026-2029, and is being delivered through a partnership led by Co-operation Ireland, working with Rural Action and the Northern Ireland Council for Voluntary Action (NICVA).