

the
corrymeela[⊠]
community

Corrymeela Community Candidate Information Pack

For the position of Interim Executive Director

Completed Application Forms must be returned to CO3 by
12noon on Monday 19 November 2018

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Foreword from Kate Pettis, Chairperson

Dear Applicant

Due to the serious illness of our recently appointed Executive Director we wish to appoint an Interim Executive Director for a period of nine months with a possible extension to twelve months.

The aim of this pack is to provide you with information to help you to make an informed decision about applying for this position. The pack highlights the qualities we require the successful candidate to possess to ensure the sustainability and development of a Community that has been at the forefront of peace and reconciliation work for over fifty years.

The Corrymeela Community is an Ecumenical Christian faith Community of reconciliation in Northern Ireland. It was established by Rev. Ray Davey in 1965, out of his Second World War experiences which led him to a commitment to create new forms of inclusive community that challenged Christian traditions and promoted reconciliation.

The role of Interim Executive Director is a demanding role requiring commitment, courage, adaptability and leadership.

The post-holder will require passion for the principles of peace and reconciliation, extensive experience and proven leadership qualities to lead the Corrymeela Community to its next chapter of development. In the context of a changing and uncertain environment, particularly in relation to funding, we recognise the need to adapt and respond to potential and existing challenges.

The Corrymeela Community operates a shared leadership model, with an Interim Executive Director (this post) and a Community Leader who has primary responsibility for supporting and developing the dispersed Corrymeela Community and developing programmes and events exploring public theology. Both posts report to Council (the Board), through the Chairperson. The post-holder's ability to work effectively with the Community Leader is essential to fulfilling our aims. Therefore, it requires a collaborative leadership style that reflects our unique structure. Further information on the structure is contained within the application pack.

We are seeking someone who will be ambitious for our organisation. The successful candidate will be confident and self-aware, inspiring, motivating and supporting the staff team, and building strong relationships with key external stakeholders. The post-holder will be a credible ambassador acting with integrity, energy and resilience. They will role model a strong values base which fits with the charity's ethos and values.

The Interim Executive Director will be responsible for strategic and financial leadership specifically developing effective fundraising in order to secure a sustainable financial model. It will be a demanding role that will require strong leadership qualities that include the ability to prioritise your own work, as well as leading and managing staff.

In return, you will have the full support of Council (the Board) and a rewarding role leading a charity that positively impacts on individuals and communities across our region.

The post-holder will be accountable to Council and will receive support, leadership and line-management through the Chairperson of Council.

We thank you for your interest in this role. Please take the time to read this pack, to find out more about the role and Corrymeela. If you believe that you can make an outstanding contribution to the future of the Corrymeela Community, share a commitment to the values and ethos of our charity, and have the leadership skills and experience needed, we welcome your application.

We are delighted to be working with Chief Officers 3rd Sector (CO3), to help with the recruitment process. If you have any queries relating to the post in the first instance please contact Iris Pendergast at iris@co3.bz or telephone 028 90 245356/ 07802 712742.

Yours sincerely

Kate Pettis, Chairperson, on behalf of Corrymeela Council

Background to the Corrymeela Community

Our Background

Corrymeela is Northern Ireland's oldest peace and reconciliation organisation. We began before "The Troubles" and continue on in Northern Ireland's changing post-conflict society. The organisation grew organically from the original Community members, and today approximately thirty staff and dozens of volunteers work alongside the eight and half thousand people who spend time in our residential centre every year.

We are also a dispersed Christian Community, and many Community members volunteer regularly at the residential centre in Ballycastle. Our work is made possible by around eighty thousand volunteer hours every year.

Our Structure

Council (the Board) is the governing body of the Corrymeela Community. Council Members, are elected by the Community members and collectively carry complete legal and financial responsibility for all aspects of the Corrymeela Community, including fulfilling its charitable objects; managing risk; employing staff; managing its assets; ensuring compliance with the law and external regulation; ensuring that Corrymeela has a coherent strategic vision, which is effectively implemented. We are a registered charity and a company limited by guarantee.

Corrymeela employs approximately thirty staff to further Corrymeela's vision and mission. Most of these staff are based in the Ballycastle Centre, a large residential Centre at Ballycastle.

Corrymeela has a team of volunteers who are largely based at the Centre in a residential capacity. As well as being integral to the lived Community, volunteers participate in an extensive volunteer experience, including training and personal development. While at the Centre volunteers are given opportunities to understand the work of the wider Community by developing relationships with members who act as hosts to long-term volunteers, and engaging in Corrymeela activities/events outside the Centre. Community members participate in the life of the Centre by bringing groups to the Centre, and/or volunteering at the Centre.

Our work and reach

Corrymeela believes that people can learn to live and work well together. It has a dispersed membership of over 160 members who, individually and together, are committed to the healing of social, religious and political divisions that exist in Northern Ireland and throughout the world. Through their daily lives members commit to the values and vocation of being a Member of the Corrymeela Community. This is set out in the Statement of Commitment in the Community and Prayer Guide.

Members support the work of the Centre by offering volunteer hours, bringing groups, offering respite for staff and volunteers, financial giving and fundraising. Members meet together in their local areas to discern how to live out their commitment to Corrymeela in their own situations. Members work in partnership with the leadership to promote programmes in their communities that fulfil Corrymeela's purpose.

The Ballycastle Centre has the capacity to accommodate 100 guests across two units. At its heart is a lived Community of staff and volunteers, providing a safe and welcoming space in which groups can experience community whilst pursuing specific programmes.

This lived Community is the life-blood of the Centre, and is an expression of Corrymeela's commitment to providing new experiences of what it is to live well together.

The Centre's [Programmes](#) are designed to reflect the vision of Corrymeela, as set out in the strategic plan. Programmes are delivered wholly by or in partnership with Corrymeela programme staff and volunteers and other voluntary organisations.

In addition to the extensive range of programmes based at the Ballycastle Centre, Corrymeela also hosts public [events](#) and programmes beyond the Centre. These events, reflecting Corrymeela's vision and mission are run variously by staff, members and the Community Leader.

Leadership and organisational structure

Corrymeela operates a shared leadership model, with an Interim Executive Director (this post) and a Community Leader who has primary responsibility for supporting and developing the dispersed Corrymeela Community and developing programmes and events exploring public theology.

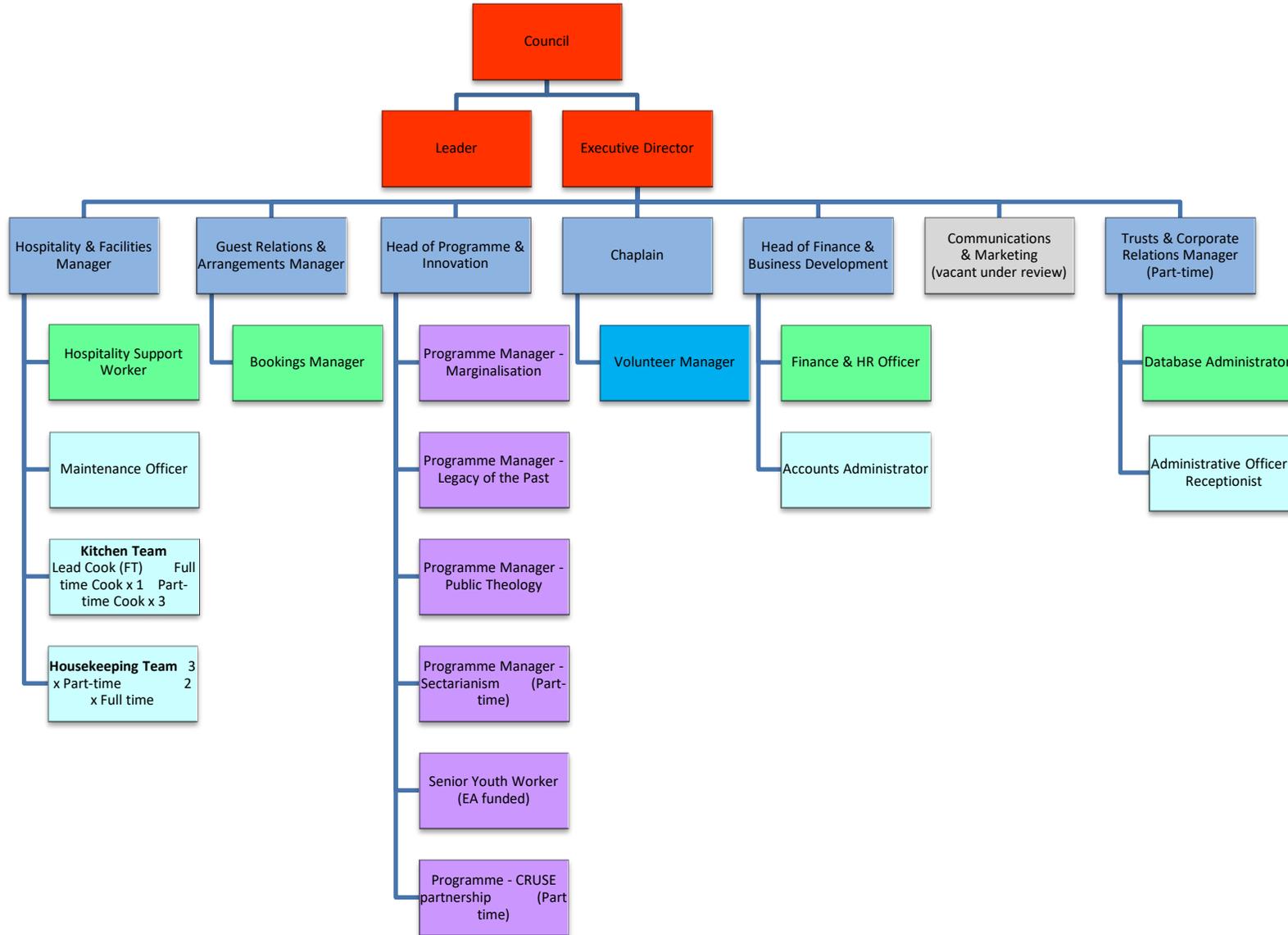
The Community Leader is, together with Council, responsible for establishing and giving consistent expression to the faith vision of the Community through all of its life and work, at the Centre and beyond. The Community Leader has specific responsibility to support Community members in living out the vision of the Community, and holds responsibility for the shared life and vision of members.

The post-holder's ability to work together effectively with the Community Leader is essential to the success of Corrymeela.

Both posts report to Council, through the Chairperson. Clear lines of accountability will be established through an effective performance management and appraisal system between the Interim Executive Director and Chairperson.

Organisational Chart

Employed Staff Organisational Chart at 10th October 2018



Finances

Corrymeela currently has an annual income of £1,299,348. Further details on our financial accounting may be accessed through our Annual Reports

[Annual Report 2017-2018](#)

[Annual Report 2016 -2017](#)

[Annual Report 2015 -2016](#)

[Annual Report 2014 -2015](#)

Our vision

A society where divisions are not destructive, where people live, learn and work well with each other

Our mission

Transforming division through Human Encounter.

Our Values

- Hospitality
- Safe and sacred space
- Faith
- Generosity
- Challenge and learning
- Care for creation
- Deep listening

Strategic Objectives (2018-2021)

Strategic Aim 1: Programmes of Peace and Reconciliation

We are in a context — in Ireland, the UK, Europe and globally — where identities, relationships and borders are being challenged and redefined. We will deliver programmes that deepen human encounter across existing and emerging divisions.

Prioritising:

1.1: Sectarianism. To facilitate the transition of **Youth and Community Groups** from sectarian-driven conflict towards a shared future. We will deliver reconciliation

programmes that enhance relationships; deepen social trust; identify alternatives to division; and facilitate participatory leadership.

1.2. Marginalisation. To work alongside Marginalised Groups to identify and overcome structural barriers to participation. Bearing Section 75 of the Northern Ireland Act (1998) in mind, we specifically support groups marginalised because of religion, ethnicity, disability, gender or sexual orientation.

1.3: Legacies of Conflict. Recognising the impact of commemoration and partition on Irish-British relations, as well as further afield, we will develop the capacity of **Educators and other Societal Leaders** to ethically explore and learn from the past in order to inform policy, deepen healing and strengthen democratic practice in the present.

1.4: Public Theology. To elevate the contribution of **Faith Groups'** understanding and practice of reconciliation. We will deliver Public Theology projects that promote religious literacy and address belonging, power and societal impact.

1.5 Corrymeela has a vast network of co-workers and partners, including those who use the centre for their projects of goodwill. We will further group and societal reconciliation by reviewing, developing and strengthening these strategic connections.

1.6 Recruit new groups to participate in Corrymeela's programmes, particularly those disproportionately affected by marginalisation, conflict or sectarianism.

1.7 Further improve Corrymeela's measurement of programme engagement and impact.

Strategic Aim 2: Communications about Peace and Reconciliation.

Prioritising:

2.1 Amplify narratives of reconciliation, hope and civic courage across media platforms to encourage the deepening of the peace process.

2.2 Gather, package and market key messages of Corrymeela's programmes for the purpose of sharing practice and informing learning and policy, both at home and abroad.

2.3 Enhance communication with Corrymeela's funding partners for the purposes of shared learning, and engagement with new audiences.

Strategic Aim 3: Enhancing the capacity of all who are part of Corrymeela to meet the challenge of living and working well together.

Prioritising:

3.1 To hold ourselves to best practice as a charitable organisation, respecting, effectively supporting, and managing our staff and volunteers.

3.2 Corrymeela's work would be impossible without 80,000 hours of volunteer work per annum. We will strengthen, grow, and support our volunteer programme to keep volunteering at the heart of Corrymeela.

3.3 To support all — from latest recruit to founding member — who are part of Corrymeela in their understanding, capacity and practice of reconciliation. We see this as a priority that is both internal and external.

Strategic Aim 4: A Place of Peace and Reconciliation.

Prioritising:

4.1 Corrymeela is a place of encounter and reconciliation welcoming participants into community. We will ensure our communication, booking, welcome, hosting and follow-up with participants reflects our ethos.

4.2 Improving access, inclusion and welcome throughout all Corrymeela's sites and activities, particularly for those who are marginalised or excluded.

4.3 The delivery of a developmental vision for Corrymeela's sites, in line with our programmatic focus, supported by appropriate funding.

4.4 Ensure that audio-visual and information technology equipment and systems meet Corrymeela's needs, follow compliance standards, and that appropriate support is available

Strategic Aim 5: Governance for Peace and Reconciliation. To secure Corrymeela's vision and mission by strengthening our governance.

Prioritising:

5.1 Implement the recommendations of the 2018 governance review: furthering transparent and accountable governance systems for decision making, delegation, compliance, reporting and monitoring.

5.2 Regularly review the board's governance performance, appraise the performance of each trustee and develop, implement, and review a governance action plan.

5.3 Ensure that Corrymeela has appropriate strategic and operational plans which are effectively implemented, with progress regularly monitored by Council.

5.4 Further develop effective management and HR structures that serve the mission of Corrymeela.

Strategic Aim 6. Financial Sustainability for Peace and Reconciliation.

To secure Corrymeela's vision and mission by securing our financial sustainability

Prioritising:

6.1 Sustain financial balance and stability in Corrymeela's budget.

6.2 Implement a marketing strategy to help us to reach more people and generate more income.

6.3 To increase our financial capacity to support groups who have been disproportionately affected by marginalisation, conflict or sectarianism to participate in our mission.

6.4 Increase income from donations, campaigns, grants and new funding partnerships.

Values/Lenses/Foundation of the work:

- Faith and Hospitality
- Reconciling Complex Divisions
- Transformative Leadership
- Wellbeing and Interdependence

Job Description

Job Title:	Interim Executive Director
Accountable to:	Chairperson and Council (Board of Trustees)
Responsible for:	Providing leadership and contributing to the strategic and operational management of the organisation in order to achieve agreed aims and objectives.
Location:	Based primarily in Ballycastle with oversight of the Belfast office. Travel throughout NI, Ireland, the UK and internationally may also be required to meet the needs of Corrymeela.
Salary:	£50,000 per annum.
Pension:	Both employer and employee (company contribution of 6% and employee contribution of 4%, period of postponement of 3 months for new starters.)
Holiday entitlement:	25 Days plus 10 Customary Days* per annum pro rata. *The Ballycastle Centre is closed for two weeks at Christmas.
Contract Type:	Temporary, fixed term
Duration:	9 month with possible extension to 12 months
Probation:	3 month probationary period
Hours of work:	37.5 hours per week, flexibility is required in terms of hours and days worked to fulfil the obligations associated with the post. In addition it is expected that the post holder will be required to undertake residential work at the Ballycastle Centre

Key Purpose of the post

To deliver the overall strategic direction and performance of Corrymeela and provide effective management of its people and resources. Sustaining a culture of learning, accountability, collaboration and servant-hearted leadership.

To be accountable to Council for the overall strategic management, leadership and development of Corrymeela, and achievement of the organisation's strategic objectives.

To develop new and existing income streams which ultimately will lead to a balanced budget ensuring the sustainability of the charity.

To provide inspirational leadership to staff and volunteers and drive a performance oriented and developmental culture. Working with the Council to lead and support the development and delivery of the strategy, ensure effective monitoring & reporting is in place and Council receives appropriate advice and information on all relevant matters.

To role-model the values and ethos of Corrymeela.

The key roles of the Interim Executive Director:

- Strategic Leadership
- Leadership and Operational Management
- Financial Accountability
- Income generation
- Marketing, Communications and PR
- Governance and Compliance

Strategic Leadership

The Interim Executive Director is accountable to Council for the overall strategic management, leadership and development of Corrymeela, and achievement of the organisation's strategic objectives to achieve its mission.

- Work with Council, Community Leader, staff and key stakeholders to ensure the development, implementation and review of an appropriate strategic plan.
- Develop an overarching annual operational plan with SMART objectives, for approval by the Council, and implement, ensuring key performance indicators are set for staff and review.
- Monitor and review the implementation and impact of the strategy and operational plan on a regular basis, delivering regular monitoring reports to Council.
- Together with the Community Leader, support the Chairperson and Council to ensure members are involved with and informed of the strategy and its implementation.
- Be accountable for the organisation's performance except for those aspects which are the responsibility of the Community Leader.

- Deliver measurable outcomes as outlined in Corrymeela's Strategic and business/operational plans.
- Cultivate a culture that encourages and rewards creative thinking and innovation which helps Corrymeela to work towards fulfilling its mission and vision.
- Be an effective and impactful external ambassador and representative for the charity with key stakeholders.

Leadership and Operational Management

Be an outstanding leader with the skills and ability to inspire and strategically lead and motivate the staff team.

- Lead and motivate staff and volunteers towards a shared vision and a culture reflective of the vision and values.
- Role model a collaborative leadership style working closely with the Community Leader to instil a culture of effective partnership working.
- Supervise and appraise the staff working directly to the Interim Executive Director encouraging collaborative working.
- Translate strategy into operational aims and objectives and implement same via Corrymeela's management team.
- Develop a culture of openness, accountability and continuous improvement through the development of performance management systems for the full staff team that ensures key targets are met and underperformance is addressed and supported in a timely manner.
- Work closely with the Community Leader on the development of open programmes exploring public theology relevant to Corrymeela's mission and vision.
- Support the Council and Community Leader to build up the Community life aspects of Corrymeela and in particular the development of Community Members' and Friends' events.
- Ensure Corrymeela has the facilities it needs to achieve its aims and objectives and these facilities are effectively and efficiently managed and developed. This includes overseeing the development and implementation of an effective maintenance plan, which adheres to the highest standards in health and safety, hospitality and catering.

- Ensure the development and delivery of a consistently high standard of appropriate programmes and other events which promote the mission and aims of Corrymeela.
- Ensure the development and implementation of processes to effectively measure the impact of programmes.
- Ensure that the organisation has in place adequate systems and procedures to enable it to operate efficiently. These systems will include ICT, (includes management information database), financial, effective and efficient procurement and statutory reports.
- Ensure that the organisation has the appropriate staffing structure in place and develops a recruitment and retention plan.
- Be directly accountable to the Chairperson on behalf of Council, through an effective performance management and appraisal system.

Financial Accountability

Act as chief account officer to ensure the effective planning, management and reporting of Corrymeela's finances, which enhances the sustainability of the charity.

- Be accountable to Council for the overall financial health and long-term sustainability of Corrymeela.
- Oversee preparation of budgets, regularly monitoring performance against budgets and analyse variances, ensuring that, where necessary, corrective action is taken on a timely basis.
- Ensure effective cost control and utilisation of resources to provide cost effective service options whilst maintaining quality of service.
- Ensure that Council receives sufficient and timely information and advice to enable Committee members to make informed decisions at the quarterly Council meetings.
- Meet regularly with the Senior Leadership Team to monitor expenditure and organisational performance.
- Ensure, through the finance function, the good conduct and financial stability of the charity through consistent and accurate financial reporting systems.
- Complete annual reports in line with Charity financial requirements.
- Oversee the management of working capital requirements.

Income generation

Cultivate a portfolio of opportunities to generate income from a diverse range of sources which enables the charity to meet its objectives and secure a sustainable Ballycastle Centre of welcome, encounter and learning.

- Ensure an appropriate income generation strategy is developed, implemented and regularly evaluated.
- To develop new and existing income streams which ultimately will lead to a balanced budget ensuring the sustainability of the charity.
- Provide a strategic oversight role on the development of significant new corporate donors to support the sustainability of the charity and the effective delivery of programmes and events.
- Lead a programme of successful bids for income from a range of funders including statutory sources (grants and tenders), grant-making trusts and foundations.
- Develop and maintain a strong profile and relationships with our present and previous funders.
- Enhance our relationships with key donors and friends utilising Corrymeela's unique and strong identity to generate income to delivery on our programme of work.
- Optimise income from community members, associates, and other individuals, through regular giving, gift-aid, legacies, etc.
- Develop our existing partnerships and collaborative work with other like-minded organisations both statutory/non-statutory, to develop our work and opportunities.
- Enhance income generated from programme/event bookings.
- Oversee and monitor an effective programme of income generation which ultimately results in a balanced budget for Corrymeela, thereby securing its sustainability.

Marketing, Communications and PR

- Represent the charity with all stakeholders (internal and external) promoting the charity's aim and objectives through the development of appropriate PR, Marketing and Communication plans (including digital and print) which includes publicising Corrymeela's programmes and events.
- Work collaboratively with the Community Leader to deliver a consistent message and understanding of roles and appropriate representation in internal and external communications.
- Act as a spokesperson (as appropriate) for the charity presenting a positive and professional external image of the organisation.
- Develop new relationships with potential commercial sector clients and philanthropic and charitable funders.
- Build, develop and maintain trust relations with key partners and act as a point of contact for important donors, funders, Northern Ireland Assembly, other elected institutions, civic society and other key stakeholders.
- Develop and implement relevant policies/procedures which utilises a range of communication platforms.
- Review internal communication systems to ensure they are meaningful and effective. Champion internal communications throughout the charity to ensure inclusion, information and empowerment of staff through regular co-ordinated team meetings and briefings.

Governance and legal Compliance

- Work in partnership with the chairperson to ensure the effective governance of Corrymeela.
- Provide clear and concise information to the Council through carefully structured meeting agendas, briefing papers, policy proposals and progress reports.
- Work with Council in fulfilling Corrymeela's constitutional, regulatory and legal duties, to ensure compliance with all relevant legislation, including employment law, charity law, company law and health and safety legislation.

- Ensure that the major risks to which the charity are exposed have been reviewed and systems including a live risk register have been established to mitigate these risks.
- Together with the chairperson, enable Council to maintain high standards of governance and to fulfil its role effectively through the provision of transparent briefings and reports, proportionate to their importance.
- Attend, support and offer guidance to relevant sub-committees of Council including Audit and Risk.

Additional duties

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied and as significant focus is placed on the residential centre at Ballycastle all staff are required to work in a flexible way to meet the needs of the organisation. This will include residential periods at the Centre and time away from home representing Corrymeela.

Personal Specification

Essential Qualifications

Hold a third level qualification or equivalent. If a candidate does not have a degree level qualification, they will be required to have at least five years of managing an organisation, or autonomous division within a large organisation, with a track record of demonstrable success and experience.

Essential Experience

A minimum of five years' experience at a senior management level, with at least three defined as operating at, or immediately below, Board/Chief Executive level in an organisation.

Experience of managing and motivating a staff management team over at least 3 years.

Experience of corporate and/or charity governance.

A proven track record in leading and managing teams, which includes positive staff engagements strategies and cultivating a collaborative team culture at times of change and role modelling a strong values base.

A proven track record in developing new and existing income streams which ultimately will lead to a balanced budget ensuring the sustainability of the charity.

Proven ability in creating, developing and delivering effective strategies and business plans that have delivered growth and sustainability.

Breadth of knowledge and experience in at least two of the following areas of work: reconciliation, faith, ecumenical, inter-faith, social justice, peace-building, education or training, or social care programmes.

Planning and managing with the ability to organise and prioritise workload; and demonstrate excellent management of people including the development of staff engagement strategies, which cultivates a collaborative team culture, to enable an organisation to embrace change, whilst role modelling a strong values base.

Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans.

Organisation and Planning – experience of ensuring that an organisation has a clear structure in place and all resources are aligned with the mission and goals.

Strong financial management which includes experience in overseeing the preparation of budgets, regularly monitoring performance against budgets and analyse variances, ensuring that, where necessary, corrective action is taken on a timely basis.

Proven ability in developing and implementing a sustainable income model which ultimately leads to a balanced budget ensuring the sustainability of the charity.

Essential Knowledge

Understanding the diverse range of funding models available to charities, including grants, project funding, independent trust/foundation funding and trading income.

An understanding of Human Resources (HR)

Understanding of the key strategic issues and history of Northern Ireland (NI).

Financial Understanding – an appreciation of the commercial realities facing charities and an ability to set realistic options based on the resources available together with skills and experience of budgeting, managing organisational finances and assets.

A genuine interest and commitment to the values and work we do and the areas we are addressing.

An understanding of international faith, ecumenical and/or peace/ reconciliation programmes.

Essential Skills

Exceptional written and verbal communication skills, with the ability to distil complex ideas in ways that inspire and engage a diverse range of audiences, including colleagues, senior government staff, academics and policy-makers, media, and national civil society.

Demonstrates a collaborative leadership style that fits with the culture, values and ethos of the charity.

Experience of influencing, negotiating, representing and networking with external stakeholders.

Able to move adeptly between strategic and operational priorities interchangeably, demonstrating flexibility, pragmatism, adaptability and a solution focused approach.

Tactical awareness and credibility necessary to operate and communicate at a senior level.

Ability to network and influence at all levels. Professional and public credibility – ability to speak confidently at public events and represent the organisation appropriately.

High degree of drive, tenacity and energy.

Leads by example and a team builder. Possesses high levels of emotional intelligence to lead creatively and empower others to maximise their strengths. Strong on performance management and able to set and monitor this decisively.
*A full current driving licence and access to a car to meet the travel requirements of the job, including occasional travel throughout Northern Ireland and elsewhere.
IT literate proficient with Microsoft Office including Outlook, Word, Excel & PowerPoint.
Desirable
Hold a Post Graduate Diploma by exam and/or dissertation
Experience of managing international faith, ecumenical and/or peace/ reconciliation programmes.
A proven track record in management at senior level, minimum of seven years' with at least five years' operating at director, senior management and/or Board level.
Other requirements
Ability to work flexible hours in accordance with the needs of the post. This will include occasional weekend work and overnight stays.

*Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.

If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate.

Shortlisting stage

To be shortlisted, candidates are required to have:

- A minimum of five years' experience at a senior management level, with at least three defined as operating at, or immediately below, Board/Chief Executive level in an organisation.
- A degree level educational qualification. *If a candidate does not have a degree level qualification, they will be required to have at least five years' of managing*

an organisation, or autonomous division within a large organisation, with a track record of demonstrable success and experience.

- Proven ability in developing and implementing a sustainable income model which ultimately led to a balanced budget ensuring the sustainability of the charity.
- Planning and managing with the ability to organise and prioritise workload; and demonstrate excellent management of people including the development of staff engagement strategies, which cultivates a collaborative team culture, to enable an organisation to embrace change, whilst role modelling a strong the values base.
- Proven ability in creating, developing and delivering effective strategies and operational/business plans that have delivered growth and sustainability.
- Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans.
- Breadth of knowledge and experience in at least one of the following areas of work: reconciliation, faith, ecumenical, inter-faith, social justice, peace-building, education or training, or social care programmes.
- A full current driving licence and access to a car to meet the travel requirements of the job. (Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence).
- An ability to comply with the requirements of an Enhanced Access NI check.
- Legal Status to work within the EEA.

A proven track record in at least five of the following:

- Leads by example and a team builder. Possesses high levels of emotional intelligence to lead creatively and empower others to maximise their strengths. Strong on performance management and able to set and monitor this decisively.
- Understands the diverse range of funding models available to charities, including grants, project funding, independent trust/foundation funding and trading income.
- Exceptional written and verbal communication skills, with the ability to distil complex ideas in ways that inspire and engage a diverse range of audiences, including colleagues, politicians, senior government staff, academics and policy-makers, media, and national civil society.
- Demonstrates a collaborative leadership style that fits with the culture, values and ethos of the charity.
- A proven track record in leading and managing teams, which includes positive staff engagements strategies and cultivating a collaborative team culture at times of change and role modelling a strong values base.
- An understanding of Human Resources (HR).
- Understanding of the key strategic issues and history of Northern Ireland (NI).
- A genuine interest and commitment to the values and work of peace and reconciliation.
- An understanding of international faith, ecumenical and/or peace/ reconciliation programmes.

Interview stage

At interview stage, candidates will also be assessed against the following criteria:

- Commitment to the ethos and values of Corrymeela.
- A high degree of personal and professional credibility to engender trust and inspire

external stakeholders.

- A credible and confident communicator.
- Exemplary interpersonal skills, able to engage people of all levels, backgrounds, and disciplines, and to communicate effectively with internal and external stakeholders to build support for the organisation.
- The ability to think and act strategically, developing practical and creative solutions.
- Experience of building relationships and collaborating with partners.
- Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively.

Guidance notes on completing your application form

- Please complete the application form provided, to ensure an equitable recruitment process, CVs in lieu of the application form cannot be accepted.
- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the short-listing criteria.
- You should ensure that ALL sections of the application form are completed.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- Corrymeela will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained, these must be articulated within the application form.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.
- The quality of your submitted application in relation to your written communication skills will also be assessed as part of the selection process.

Monitoring and Criminal Convictions Disclosure

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short-listing your application.

ACCESS NI (Criminal Conviction Checks)

The successful applicant will be subject to an Enhanced Access NI check. The successful applicant will not be able to commence employment until this check has been successfully completed.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying please contact the Human Resources Manager so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Equal Opportunities

Corrymeela is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

References

Applicants are required to provide details of three referees. Referees will not be contacted without prior consent from the candidate. **References from family relations will not be accepted.**

Timescale for Interviews

The first interview Wednesday 21 November 2018

Second Interview Friday 23 November 2018 (may include an unseen task)

Please protect the dates. Candidates should note that it may not be possible to offer alternative interview times.

Closing Date for Applications	First Interview With CO3	Second Interview (will include seen/unseen task) With Corrymeela Council members	Relevant Reference checks sought and notification provided to candidates
Monday 19 November 2018 at 12noon	Wednesday 21 November 2018	Friday 23 November 2018	Throughout the interview process as apt.

We reserve the right to hold an additional interview if required.

The successful candidate will be required to participate in two induction days prior to commencing. The dates will be agreed after the selection process is completed.

Application Deadline

The deadline for completed applications is **Monday 19th November 2018 at 12noon.**

Please note that you are required to submit two signed hard-copy applications and one electronic copy.

Your completed application should be sent as follows:

Iris Pendergast

Executive Recruitment Director

Chief Officers 3rd Sector (CO3)

34 Shaftesbury Square

Belfast

BT2 7DB

Two hard copies and one electronic copy to iris@co3.bz

Corrymeela cannot accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid, normally a large letter stamp, to return the form.

Contact Details

If you have any queries regarding the recruitment process, please contact: by e-mail iris@co3.bz or telephone **028 90 245 356**

Further information on Corrymeela may be accessed [here](#)