# Job Description: Programme Manager

**Project: Unity in Diversity: Empowering Ethnic and Minority Communities in Mid Ulster (PEACEPLUS)**

**Location:** Mid Ulster District (Dungannon base with travel across Mid Ulster, primarily Cookstown, dungannon & Magherafelt)

**Hours:** 30 hours/week (flexibility required for some evening and weekends)

**Contract:** October 2025 - September 2028 (3-year post)

**Salary:** £32,978 per annum (£21.14/hr)

**Reports To:** Chief Executive Officer

Liaises With: Mid Ulster District Council Peace Officer

## Purpose of Role

To lead the delivery of a PEACEPLUS-funded programme - **Unity in Diversity: Empowering Ethnic and Minority Communities in Mid Ulster**, supporting ethnic and minority communities across Mid Ulster. This includes programme coordination, community engagement, partnership working, event oversight, and reporting to funders.

## Key Responsibilities

### Programme Coordination and Management

* - Develop and implement a delivery plan aligned with PEACEPLUS requirements.
* - Oversee events, training, and activities across the district.
* - Ensure targets and KPIs (e.g. contact hours, participant engagement) are met.

### Community Engagement

* - Build trusted relationships with BME, refugee, asylum seeker, and Traveller communities.
* - Provide one-to-one support and referrals to relevant services.
* - Facilitate participation across urban and rural areas.

### Partnership & Stakeholder Management

* - Work with local schools, businesses, statutory bodies, and community groups.
* - Attend PEACEPLUS meetings during the project.

### Monitoring & Reporting

* - Track participant data and outcomes using agreed frameworks.
* - Contribute to monthly, interim, and final reports.
* - Tracking budgets and expenditures, budget forecasting.
* - Ensure compliance with financial regulations.

### Campaigns & Communications

* - Oversee delivery of annual Diversity Campaigns and Events.
* - Liaise with design and communications support for online and print materials.
* - Ensure Council approval of publicity materials.

### Compliance & Governance

* - Ensure delivery complies with safeguarding, health & safety, and funder regulations.
* - Maintain accurate records and assist in audit or evaluation processes.

## Person Specification

### Essential Criteria

#### 1. Qualifications

• A third-level qualification in a relevant field,
 OR
• At least 4 years’ relevant experience (see below).

#### 2. Experience

Minimum 2 years in one or more of the following:

Good relations, community development, or work with BME/minority communities.

Delivering training or events for diverse groups.

Partnership working with statutory, voluntary or community agencies.

Experience managing programmes or projects from planning to evaluation.

Experience facilitating inclusive training or cultural initiatives.

Understanding of challenges facing minority and migrant communities.

#### 3. Skills & Attributes

* Excellent communication and interpersonal skills.
* Ability to work independently and manage multiple priorities.
* Familiarity with safeguarding and health & safety practices.
* Willingness to work flexibly (evenings/weekends) and travel across Mid Ulster.
* Access to own transport and full clean driving licence.

### Desirable Criteria

* Experience working with PEACE / EU-funded programmes.
* Knowledge of Section 75 and equality/inclusion practices.
* Familiarity with monitoring/evaluation frameworks (e.g. Outcomes Based Accountability).
* Multilingual or lived/work experience of migration/minority background.