

Job Description: Programme Manager: Public Theology

Accountable to: Head of Programme

Location: Corrymeela Belfast and Ballycastle

Introduction

The Corrymeela Community is an Ecumenical Christian Community committed to the work of reconciliation both locally and internationally. In 1965, the Reverend Ray Davey and a group of students from Queens University established a residential centre in Ballycastle where people of all faiths, political opinions and backgrounds could come together to meet and learn from each other. When the Troubles broke out, Corrymeela responded by offering respite in the new Centre for all kinds and conditions of people, eventually developing programmes and a network of Community members throughout Northern Ireland.

The Community now has a membership of over 150 persons and a global network of 5000 Friends. Many of the Corrymeela Community members continue to have significant involvement in the work of the Ballycastle centre, along with living out the Corrymeela ethos in their day-to-day lives. Corrymeela also employs approximately 30 staff and over 50 volunteers from across the globe on an annual basis. Their role is to offer hospitality and support programmes of respite, encounter, dialogue and reflective learning to the over 7,000 visitors that come through the Centre each year.

The Corrymeela Community has identified four key programme areas of work for prioritisation over the next three years:

- Sectarianism
- Marginalisation
- Legacies of Conflict
- Public Theology

At the core of our programme is the commitment to work for reconciliation and social justice. Whilst a main thrust of our work remains focused on programmes at the Ballycastle centre, we are also actively engaged in a wide range for community-based programmes across the education, youth, community and faith based sectors throughout Northern Ireland, the UK, and other international locations.

This post is part-funded by NICRC Core Funding Programme and the Department of Foreign Affairs Reconciliation Fund.

For more information on the work of Corrymeela, visit www.corrymeela.org

Overall Purpose

The primary responsibility of the Programme Manager for the Public Theology theme is to support Corrymeela's strategy by:

- researching and reporting on how theology influences society and using this research to inform current and new public theology programmes;
- articulating the theologies that underpin Corrymeela's values and purpose;
- Continuing and developing Corrymeela's public theology programmes; programmes that nurture respectful relationships and contribute to a more cohesive society;
- adding value to colleagues' work by identifying the theological currents which may be influencing the strategic priorities they are delivering;
- communicating progress to relevant stakeholders;
- securing funding for the Public Theology programme and Corrymeela's wider mission.

Primary Relationships

- Head of Programme and Programme team members
- The Leader of the Corrymeela Community, who is responsible for how the values and practices of Corrymeela are lived out through the membership and the wider Corrymeela movement. The Leader will work with the Programme Manager to ensure a coordinated approach to Corrymeela's Public Theology programme.

Key Tasks

Manage Corrymeela's Public Theology portfolio including the development, design, support, management and implementation of new projects.

Organisational Programme Development

- Support the development of Corrymeela's strategic plan, including identifying opportunities for collaborative work related to sectarianism, marginalisation, legacies of conflict and public theology.
- Develop and maintain on-going capacity and technical skill building among Corrymeela's programme staff.
- Identify and maintain critical stakeholder relationships related to Corrymeela's Programmes.
- Ensure the highest level of communication and cooperation with relevant Corrymeela departments/teams/personnel and external partners.

Programme Implementation, Oversight and Coordination

- Design, implement and manage Corrymeela's strategy for Public Theology, in partnership with the Leader of the Community and the Head of Programme.
- Continue, develop and grow the existing Public Theology portfolio. Of particular theological interest to Corrymeela are public conversations incorporating: British-Irish relationships post-Brexit; public conversations about a border poll;

environmental justice; racial justice on the island of Ireland; inclusion of marginalised groupings in all levels of leadership and society.

- Liaise with established partnerships in Public Theology across the UK and Ireland: including (but not limited to) long-standing church leaders; Iona Community, Place for Hope, St. Ethelburg's, Reconcilers Together network and more. Develop new partnerships in Ireland and the UK.
- Design and deliver Public Theology programmes that use scripture, tradition, experience and reason to: analyse the use of power within contentious social issues; amplify marginalised voices that can disrupt accepted theological norms; help reveal the impact our professed and operational theologies have on the most vulnerable.
- Ensure excellent programme cycle management overseeing project start-up and close out, development and execution of detailed work plans, financial planning, budget management, and monitoring.
- Ensure effective and timely implementation of programmatic objectives of grants.
- Develop an operational budget to reflect detailed understanding of project parameters, beneficiary needs, available resources and technical needs.
- Identify grant and funding opportunities relevant to Corrymeela's programmes.
- Design project proposals and/or grant submissions for funding opportunities, including narratives and supporting documentation.
- Generate and submit report to funders in a timely manner.
- Network strategically with relevant sectors across the islands of Ireland and the UK.

Research and Analysis

- Maintain an up-to-date contextual analysis to ensure programmes remains relevant.
- Identify and articulate the theologies that underpin Corrymeela's values and mission.
- Support colleagues to better understand the theological influences that may help or hinder the delivery of our strategic priorities.
- Represent the programme in internal and external events that disseminate information about Corrymeela's Public Theology programmes and research findings.
- Develop and maintain excellent relationships with all stakeholders including government, funders, media, local civil society and partners to further Corrymeela's vision.
- Raise the public profile of the work of public theology at Corrymeela to advance the reputation and strategic aims of the community.

Monitoring and Evaluation (M&E)

- Oversee monitoring and evaluation work to effectively capture results and contribute to internal institutional learning/reflection and external dissemination.
- Support development of M&E framework for Corrymeela's programmes ensuring that indicators are in line with the organisation's strategic plan.
- Support the consolidation of reporting procedures and lead funder reporting.
- Analyse data collected and share findings with key internal and external stakeholders.

- Provide leadership in the development of monitoring systems (common indicators, M&E plans, data collection tools, evidence-based processes, etc.)
- Develop and manage the capacity of the MDT to improve programme design, monitoring effectiveness, and evaluation.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive, but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.

Flexible Work Patterns

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. 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.

Statement on Confidentiality

It is in the nature of the work of Corrymeela that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

Safeguarding

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

Employment of Ex-offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

General Responsibilities

- Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact with in a courteous and respectful manner.
- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and also while on duty for the charity.
- All duties are carried out in compliance with Corrymeela's Health and Safety Policy and Statutory requirements.

- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the high standards of personal accountability.

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.

Personnel Specification:

Programme Manager: Public Theology

Location:

Working between our offices in Belfast & Ballycastle, as required.

Travel across the island of Ireland and the United Kingdom may also be required to meet the needs of the organisation.

Contract Type:

Full Time, Permanent

Hours:

37.5 hours per week

Flexibility to work evenings and weekends may also be required to fulfil the obligations associated with the post.

Salary:

£30,097 per annum

Pension:

A Corrymeela Community Pension scheme is in operation

Notice Requirement:

Three months' notice

Probationary Period:

A six month probationary period will apply

Terms & Conditions of Employment:

2 satisfactory references are required, one which must be from a current/previous employer.

Successful applicants must evidence their right to work in the UK (under the Immigration Asylum and Nationality Act 2006).

Evidence of relevant academic and professional qualifications.

Evidence of appropriate vehicle documentation.

Essential Criteria:

The post holder must have demonstrable evidence of the following:

1. Demonstrable experience in delivering programmes for small, medium and large groups on issues of public theology.
2. Knowledge and over 3 years' experience of the community and voluntary sector in the areas of peace building, conflict resolution or media and communications work.
3. Proven track record of working with leaders to develop curricula for engagement on matters of public theology.
4. Demonstrable ability to work, both independently and as part of a team, with high-level organisational skills to successfully prioritise work without compromising quality.
5. Proven capability in project management, financial management and delivering against agreed schedules, targets and deadlines.
6. Proven experience of managing projects funded by multiple income streams.
7. Relevant third level qualification or equivalent in theology, religious studies, biblical studies or other relevant field.
8. Ability and willingness to work flexibly including evenings and weekends, and to travel across the island of Ireland and the United Kingdom.
9. High level of experience and competence with IT including all Microsoft packages.
10. Demonstrable commitment to the mission, vision, ethos and values of the Corrymeela Community.
11. Current full driving licence (Valid for use in the UK) and access to a car on appointment. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport which will permit the applicant to meet the requirements of the post.
12. Legal status to work within the UK.

13. Satisfactory pre-employment check which will be conducted via AccessNI (Corrymeela will conduct this prior to appointment).

Desirable Criteria

1. Relevant post-graduate qualification in theology, religious studies, biblical studies or other relevant field.
2. Proven track record in successful grant proposal writing and programme development.
3. Proven track record working on medium to long-term projects with faith communities on at least two of the following areas: religious conflict; ecumenical including interfaith dynamics; politics or sociology and religion; faith and ecological concerns; accessible bible studies; pastoral theology.
4. Experience in developing, managing and leading out on projects with residential elements.