



BRIEF
Field Workers
Day of Reflection 2012

Status: Task specific contract as Field Workers
Location: As appropriate
Closing date: 12 noon Tuesday 24th January 2012
Duration: January to March 2012
Fee: £1,000 - £2,000 (i.e. 5 to 10 days each at £200/day)

Project Background

The Healing Through Remembering Project (HTR) requires three Field Worker(s) to raise interest and awareness of the Day of Reflection (DoR) which will take place on 21 June 2012. The successful applicants will generate and facilitate information flow between HTR and relevant groups, and will collate and synthesise findings. Each Fieldworker will liaise with the Director and he/she will produce a written report to the Board of HTR.

Specification

The successful applicants must have demonstrable skills in awareness-raising and project development in grass-roots, community and political spheres and a knowledge of the conflict in and about Northern Ireland. He/she should have experience of working with a range of groups and individuals and be willing to engage with all elements of society. Experience should include a proven track record in effecting mindset change in line with the overall objectives of HTR.

He/she should have skills and experience of similar activities, including event management, event promotion, networking and media relations. Sound communication skills are essential; as is the ability to work as part of a team; an understanding of the work of HTR including the Day of Reflection; and flexibility with regard to working hours.

Project activity

The role of the project Field Worker(s) will encompass the following:

- Work with HTR staff and Board members to develop an appropriate awareness-raising methodology;
- Ongoing liaison with the HTR Director and relevant members of the Day of Reflection Working Group working group regarding project development;
- Identify appropriate individuals and groups to be targeted in the awareness-raising process; and
- Produce a final written report on the project for consideration by the Day of Reflection Working Group and HTR Board.

Application Process for Consultant

[The application process will only be available to those registered as consultants with the HTR project. See below for registration details.*]

To apply send the following to HTR Office (mark e-mail subject heading or envelope 'DoR Field Worker 2012') for the attention of Claire Smith (consultantsdb@healingthroughremembering.org):

They must include the following:

- a) experience and interest in this area in relation to the above information
- b) your overall approach to this piece of work, as described in the Specification and with reference to the Project Activity above.

Those tenders that best meet the specification criteria listed above will be shortlisted.

Following shortlisting, appointment will be made on the basis of their overall approach to the work needed.

Receipt of submission may be confirmed by telephone: 028 90238844

Closing date 12 noon Tuesday 24th January 2012

This will be read in conjunction with your originally submitted Consultant Database Form and CV. Applicants may be interviewed depending on the quality/quantity of applications. All correspondence for this application to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to consultantsdb@healingthroughremembering.org 16.01.12

***Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to consultantsdb@healingthroughremembering.org (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.