

B R I E F/Task Specification

Delivery Partners – Phase three



Status:	Task specific contracts as Delivery Partners
Location:	Northern Ireland and Border Region
Closing date:	12 noon on Monday 10th January 2011
Duration:	January 2011 – December 2011
Rate:	£200 per day (set fee for engagement and delivery time)

Project background

The Healing Through Remembering Project (HTR) requires additional delivery partners to complement its existing team and to implement Phase three of the outreach component for the 'Whatever you say, say something' project. Through this project, individuals and groups interested in issues on dealing with the past can avail of conversational workshops. These workshops are delivered by trained facilitators who use the Healing Through Remembering Conversation Guide. Workshop topics include; Commemoration, Day of Reflection, Storytelling, Truth Recovery, Acknowledgement and Living Memorial Museum. Phase three will involve training of new delivery partners to implement the programme. The delivery partners will report to the HTR Board. Line management will be through the Director.

Specification

The successful applicant(s) must have:

- Knowledge of the conflict in and about Northern Ireland;
- Demonstrable skills in facilitating group discussions and training on difficult issues relating to the conflict in and about Northern Ireland;
- An understanding of the work of HTR;
- Availability from January 2011 – December 2011;
- Experience of working across geographical areas with a range of groups and individuals; and
- Effective communication skills, ability to work as a part of a team and flexibility in available working hours.

Project activity

Delivery partners are to assist the HTR Director and Project Coordinator in:

- Liaising with individuals and groups in order to identify and develop conversational opportunities around dealing with the past;
- Using the HTR Conversation Guide to facilitate groups and conversational workshops on the issues relating to the conflict in and about Northern Ireland;
- Complying with Peace III administrative, monitoring and evaluation requirements for all work ;
- Complying with HTR administrative requirements and feedback of all relevant information to HTR;



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- Supporting the Project Coordinator in relation to the preparation of materials and the scheduling and content of events;
- Identifying where further workshop materials are required;
- Liaising effectively with participants and HTR staff in relation to events and resource materials; and
- Liaising with other HTR consultants and organisers as appropriate

Application Process

The application process will only be available to those registered as consultants with the HTR project. The registration process is open – please see below for details.*

Send the following to HTR Office (mark e-mail subject heading or envelope 'Delivery Partner'):

A brief document detailing:

- a. a very brief outline of your approach to this piece of work
- b. the constituencies with which you can engage
- c. your availability

Closing date 12 noon Monday 10th January 2011

This will be read in conjunction with your originally submitted Consultant Database Form and CV. Appointments will be made based on the applicant's ability to liaise with constituencies with which HTR hopes to engage. It is envisaged that this will include some constituencies that are participating in workshops and some constituencies that are not currently engaging in the dealing with the past debate. Applicants may be interviewed following the shortlisting of applications.

All correspondence for this application to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to claire@healingthroughremembering.org

****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 claire@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.

L.C.
14.12.10