

B R I E F/Task Specification Delivery Partners – Phase 1



Status:	Task specific contracts as Delivery Partners
Location:	Northern Ireland and Border Region
Closing date:	12 noon on Monday 27th July 2009
Duration:	August 2009 – December 2011
Rate:	£200 per day

Project background

The Healing Through Remembering Project (HTR) requires a team of delivery partners to implement Phase 1 of the outreach component for the 'Whatever you say, say something' project. Phase 1 of the outreach programme will involve planning and preparation of the outreach programme, training and some engagement with groups. Phase 2 will involve the substantive part of the project's outreach 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 and experience in using the HTR Conversation Guide
- experience and ability in training trainers
- availability in August, September and October 2009
- experience of working across a range geographical areas with a range of groups and individuals.
- effective communication skills, ability to work as a part of a team, and flexibility in their available working hours.

Project activity

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

- Liaising with individuals and groups as identified by the project;
- Using the HTR Conversation Guide to facilitate groups and run workshops on the difficult issues relating to the conflict in and about Northern Ireland
- Assisting in the preparation of, and training programme for Phase 2 of the outreach programme
- Training of delivery partners appointed in Phase 2 of the outreach programme
- Supporting the Project Coordinator in relation to the preparation of materials and the scheduling and content of events
- Identifying where further workshops and materials are required
- Liaising effectively with participants and HTR staff in relation to events and resource materials
- Liaising with other HTR consultants and organisers as appropriate
- Comply with project administration requirements for work undertaken and feedback of all relevant information to HTR



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A project supported by the PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.

Please note that the recruitment drive for Phase 2 – the outreach and training element - will take place in Autumn 2009.

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.*]

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. your availability

Closing date 5pm Monday 27th July 2009.

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

***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.

AEL 8/7/09