

## **B R I E F/Task Specification Facilitator – Consultation Response**



<b>Status:</b>	Task specific contract as Facilitator
<b>Location:</b>	Belfast
<b>Closing date:</b>	<b>12 noon on Tuesday 28<sup>th</sup> July 2009</b>
<b>Duration:</b>	August 2009 – October 2009
<b>Rate:</b>	£200 per day up to 20 days

### ***Project background***

The Healing Through Remembering Project (HTR) requires a Facilitator to assist with the organisation's preparation of a submission to the consultation on the Report of the Consultative Group on the Past.

The Facilitator will report to the HTR Board. Line management will be through the Director.

### ***Specification***

The successful applicant(s) must have,

- demonstrable skills in facilitation with individuals from diverse backgrounds,
- an understanding of the work of HTR,
- an interest in and detailed knowledge of the Report of the Consultative Group on the Past (2009),
- availability in August, September and October 2009 including 25<sup>th</sup> August and 25<sup>th</sup> September (agreed membership meeting dates),
- experience of collaborative report writing,
- effective communication skills, ability to work as a part of a team, and flexibility in their available working hours.

### ***Project activity***

The Facilitator will:

- Work with the HTR Board and the Director to develop a procedure for preparing an HTR submission, including liaison with HTR members;
- Using the agreed procedure, gather membership responses to CGoP Report and prepare a draft analysis of membership opinion;
- Attend and facilitate the membership meetings on 25 August and 25 September;
- Prepare a draft HTR Submission to be presented to the Board and then to the HTR membership on 25 September;
- In light of the meeting, and with the HTR Board and Director, prepare a final HTR Submission for agreement by the Board;
- At all times liaise effectively with participants and HTR staff;
- Comply with project administration requirements for work undertaken and feedback of all relevant information to HTR.



**European Union**  
European Regional  
Development Fund  
Investing in your future

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

## ***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 'Facilitator – consultation response'):

A brief document detailing:

- a. a very brief outline of your approach to this piece of work
- c. your availability

Closing date 12 noon on Tuesday 28th 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](mailto: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](mailto: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.

KT  
10/7/09