



**PEACEPLUS**  
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government

**Peace**   
Northern Ireland - Ireland  
European Regional Development Fund

**Interreg**   
Northern Ireland - Ireland - Scotland  
European Regional Development Fund



Special EU Programmes Body  
Comhlacht na gClár Speisialta AE  
Special EU Skemes Boadie

**SPECIAL EU PROGRAMMES BODY**

# CANDIDATE BOOKLET

**Clerical Supervisor –  
Managing Authority (Belfast) 3  
Year Fixed-Term Contract**



**Northern Ireland  
Executive**

[www.northernireland.gov.uk](http://www.northernireland.gov.uk)



**Riailtas na hÉireann  
Government of Ireland**

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## FOREWORD

Thank you for your interest in a role with the Special EU Programmes Body (SEUPB).

Our approach is simple: We seek the best people, hire them, and provide them with the tools and support they need to realise their full potential. Our role is an extremely important one for society, and therefore we require experience, enthusiasm, and energy to help us contribute to improving the lives of our citizens.

This is an exciting opportunity for a highly skilled and experienced professional to join SEUPB at a pivotal moment in its history, as we implement a new wide ranging funding Programme, and convey the impact that funding has on the lives of the citizens in the region.

We are one of six cross-border bodies set up under the Belfast/Good Friday Agreement, we have the statutory remit for the management of the EU cross border co-operation programmes, and we are currently concluding on two of those Programmes, while mobilising the roll out of the new successor programme PEACEPLUS.

PEACEPLUS is a European Union funding programme supported and developed in partnership with the European Commission, the Governments of the United Kingdom and Ireland and the Northern Ireland Executive, with a value of €1.144 billion. We consider it a privilege, to have this funding package secured for the benefit of our citizens in Northern Ireland and the six border counties of Ireland, especially in this current economic environment.

We have a wide range of stakeholders as we are directly accountable to the North South Ministerial Council, and we report to the European Commission, the Government of Ireland, and the Northern Ireland Executive. We work closely with most of the government departments in both jurisdictions, and key statutory agencies alongside the community and voluntary sector, and the private sector.

SEUPB has three offices, located in Belfast, Omagh and Monaghan.

This booklet provides further information on the key responsibilities of the role you have applied for and sets out the skills and competencies required.

**Gina McIntyre**

**Chief Executive**

**Special EU Programmes Body**

# INTRODUCTION

The SEUPB is responsible for the PEACE IV and INTERREG VA Programmes and the current PEACEPLUS Programme for the 2021-2027 period and beyond. Our role is to help facilitate the positive impact that European Regional Development Funding will have on the lives of people living across Northern Ireland and the border counties of Ireland.

We are one of the six cross-border Bodies created under the “Agreement between the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland establishing implementing bodies” signed on 8 March 1999 (the British-Irish Agreement of 8 March 1999).

The Agreement was given domestic effect, North and South, by means of the North/South Co-Operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement Act 1999 respectively.

We are responsible to two Sponsor Departments, the Department of Finance (DoF) in Northern Ireland and the Department of Public Expenditure and Reform (DPER) in Ireland, along with the European Commission and the North South Ministerial Council.

## **SEUPB Mission Statement:**

*“To improve people’s lives through partnership and cross border cooperation.”*

## **SEUPB Vision Statement:**

*“We will contribute to the development of a peaceful and prosperous society; striving to continually improve, drive simplicity and inspire our staff to be the best that they can be.”*

## **Our Guiding Principles:**

*In carrying out our work we will adhere to the following guiding principles:*

- *We will deliver our mission, striving for excellence at all times. We subscribe to the principle of accountability and are prepared to be held accountable for all that we do.*
- *We will act at all times with the interests of our stakeholders, beneficiaries and the public to the fore and demonstrate the highest levels of integrity in ensuring the mission of the SEUPB is delivered.*
- *We will demonstrate equality and respect in all that we do and with everyone that we meet and work with.*

# THE PLAN FOR 2023-2025

2023 will see SEUPB closing the PEACE IV and INTERREG VA programmes and opening the PEACEPLUS programme.

The PEACE IV Programme, with a value of approximately €270 million, has provided support to projects which focus on four key objectives: Shared Education; Children and Young People; Shared Spaces and Services; and Building Positive Relations.

With a value of €283 million, the INTERREG VA Programme focuses on research and innovation to support economic development and projects under the themes of Environmental Protection, Sustainable Transport and Health Services.

The new PEACEPLUS Programme, with continued commitment and funding from the European Union, the Governments of the United Kingdom and Ireland, and the EU, is valued at €1.1 billion.

The objective of the PEACEPLUS Programme is to build peace and prosperity and leave a lasting and tangible legacy across Northern Ireland and the border counties of Ireland. The Programme will help to address many long-standing social and economic challenges which have, and continue to impact on communities, particularly those in rural border areas, as well as ongoing challenges that exist in urban settings.

PEACEPLUS has been divided into six funded themes:

1. Building Peaceful and Thriving Communities
2. Delivering Socio-Economic Regeneration and Transformation
3. Empowering and Investing in our Young People
4. Healthy and Inclusive Communities
5. Supporting a Sustainable and Better-Connected Future
6. Building and Embedding Partnership and Collaboration.

Each theme aims to address longstanding social, environmental, and economic challenges. Within each theme there are several investment areas – these will have a more specific focus and target organisations such as local authorities or community groups.

It is vital we continue to provide opportunities for our community to interact and get to know each other by playing together and talking to each other. They must also have the very real prospect of living in a sustainable, healthy environment - in peace and without the threat of violence.

We have adjusted and adapted to a new way of working during the Covid-19 crisis and we will continue to assist projects so they can continue delivering the very important work they do. While the impact of this crisis is being truly felt by all of us, we are committed to doing what we can to assist and we understand there will be difficult times ahead, both socially and economically.

As an organisation, The Special EU Programmes Body is constantly striving to improve service delivery in support of our customers.

## SUMMARY OF JOB:

To provide an efficient and effective support service to the Officers and Managers within the Managing Authority team.

### KEY ASPECTS OF THE POSITION:

- Collation and monitoring of financial and non-financial information.
- Research tasks related to programme rules, EU and national regulations.
- Providing secretariat function to meetings.
- Event planning and coordination.
- Data Processing.
- Recording, filing and retrieval of information and documentation.
- Distribution of information.
- Production of letters and memos.
- Liaise with suppliers where appropriate.
- Telephone Handling.
- Monitoring external contracts.

### KEY RESPONSIBILITIES:

#### DUTIES AND RESPONSIBILITIES:

- Preparation of reports, papers, proposals, letters, memos and presentations, including document formatting, proof reading and editing.
- Working with, understanding and interpreting financial and non-financial data using Microsoft Office and other programmes
- Tracking progress of projects in meeting milestones related to project closure
- Carry out research tasks for ad-hoc projects when required
- Providing secretariat function for standard and ad-hoc meetings, including: inviting participants, booking venues and catering, providing reception facilities and making travel arrangements, creation and management of mailing lists (manual & electronic), minute taking, and coordinating response to actions, coordination and issuing of meeting papers
- Coordinate delivery and planning of in-person and online events
- Preparation, issue and receipt of tenders and maintenance of associated files
- Monitoring external contracts, with supervision from Programme Officer/Manager
- Processing invoices and claims for payment
- Provide information to third parties, both written and oral, as directed by Programme Officers and Managers.
- Create and maintain appropriate filing systems, both manual and electronic to effectively manage all information within the Section.
- General office administration including filing, photocopying, updating website, faxing, scanning and clerical work
- Make full use of communication tools: email, MS Teams, Zoom, phone etc. to ensure that communication flows are effective at all times.
- Provide corporate services support in regard to stationery, accommodation etc.
- Supporting and mentoring Clerical Officers where relevant

**The above is given as a broad range of duties and is not intended to be a complete description of all tasks.**

**JOB TITLE:**

Clerical Supervisor, Managing Authority (Belfast)

**HOURS:**

Minimum 37 hours per week

**SALARY SCALE:**

£26,569 - £27,127 per annum

**REPORTS TO**

Managing Authority Programme Manager

**LOCATION:**

The successful candidate will be based at the Clarence West Building, Clarence West Street, Belfast BT2 7GP

## PERSON SPECIFICATION

**ESSENTIAL CRITERIA and QUALIFICATIONS:**

A minimum of 5 GCSEs grades A-C (including English Language and Maths) *or* equivalent

**Or**

A minimum of Leaving Certificate (Standard/Ordinary level) – 5 grades A-C (including English Language and Maths) *or* equivalent.

**EXPERIENCE:**

**Previous experience in the following areas**

- 1 year experience in an administrative capacity in an office environment with issues such as working with financial spreadsheets; processing invoice payments, creating and tracking changes on large reports, interpretation of financial data.
- Experience in organising meetings and events in a professional context.
- Experience gained in an office environment.
- Experience of electronic data processing.
- Advanced technical skills with previous experience in Word, Excel, and PowerPoint in a business context.
- Experience in working with a team.

**REQUIRED COMPETENCIES**

### • **Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs.

### • **Changing and Improving**

Effectiveness in this area is about being responsive, innovative and seeking out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

### • **Building Capability for All**

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. It is about being open to learning and keeping their knowledge and skill set current and evolving. It is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs.

### • **Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. It is about effective planning, organising and managing time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately to support service delivery.

### • **Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. It is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

### • **Achieving Outcomes through Delivery Partners**

Effectiveness in this area is about maintaining an economic, long-term focus in all activities. It is about having a commercial, financial and sustainable mind-set to ensure all activities and services are delivering added value and working to stimulate economic growth.

## **DESIRABLE CRITERIA and QUALIFICATIONS**

These will be used for shortlisting purposes in the event of a large number of applicants.

### **QUALIFICATIONS**

- A relevant HND qualification or equivalent.

### **EXPERIENCE**

Experience in the following areas:



- Experience in the implementation/co-ordination of EU Structural Funds.
- Experience of providing secretariat functions to large meetings and events
- Experience of working on large, centralised databases.

## WHAT WE OFFER

### **Blended (Hybrid) Working**

SEUPB offers a blended working arrangement based on three days in the office and two days homeworking per week. This facility will be applicable to this role after two months, following full completion of onboarding, training, and familiarisation.

### **Financial**

To attract, motivate and retain talented people we believe an attractive, flexible and rewarding pay structure is essential. (We therefore offer our employees competitive salaries).

### **Pension**

The SEUPB operates a defined benefit occupational pension scheme (the North South Pension Scheme) worked out on a Career Average basis.

We have outlined some of the key features of the Scheme below.

Generous pension payable for life after you retire which increases in line with inflation\*

The pension amount is based on your average salary during your career and the number of years you spend in employment.

The best way to think about the value of the pension is to estimate how much you might have to save to get an equivalent pension privately via another pension scheme. For illustration purposes, as a % of your pay, the cost of an equivalent pension might be up to 40% of pay per year. This annual cost increases with age (ie. the older you are the greater the % of pay it costs to pay for your pension). So, you'd have to put a significant proportion of your earned income aside to secure such a pension.

As it turns out, typically you are required to make a contribution of between 4.6% and 7.35% of pay per year, with the balance effectively funded by the Northern Ireland Executive and the Irish government. There are other benefits payable too to provide protection to you and any beneficiaries in the event of illness or death.

\*Inflation is measured by an index known as the Consumer Price Index (CPI) which measures changes in the price level of a weighted average market basket of consumer goods and services purchased by households.

### **Holidays**

We offer our Northern Ireland based staff a generous annual leave entitlement of 25 days rising to 30 days after 5 years' service. In addition to this we also offer 12 statutory holidays.

### **Employment Policies**

The SEUPB recognises the importance of work life balance and offers a range of family friendly policies and practices for its employees.

### **Learning and Development**

All employees will have access to the SEUPB Employee Support & Development Programme. The SEUPB has a dedicated Learning and Development Strategy in which we provide our employees with the training they need to be as efficient and productive while also offering development opportunities to further develop their career in the SEUPB.

### **Cycle to Work Scheme**

You are encouraged to take advantage of our 'Cycle to Work' scheme, which gives you access to a bike and equipment valued £1,000 through a VAT-free scheme, for use commuting to and from work.

### **Family Leave**

Maternity Leave – Up to 52 weeks of which 18 weeks is on full pay. We also offer Paternity Leave, Parental Leave/Shared Parental Leave and Adoption Leave.

### **Healthcare**

All employees of the SEUPB and their families and friends are eligible to join a private healthcare scheme which provides a range of healthcare services on a discretionary basis at a low monthly cost.

### **Employee Assistance Programme**

All our employees have access to a fully independent (Bupa) 24-hour helpline to assist with any of life's issues or problems, along with access to an accredited counselling service. (All of which is free at the point of use and completely confidential).

### **Location**

The SEUPB Headquarters is located in Belfast with two Regional Offices in Monaghan and Omagh.

## **EQUALITY STATEMENT**

SEUPB is committed to equality of opportunity and welcomes applications from suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants.

*The Body would particularly welcome applications from the Protestant community who are currently under-represented in the workforce.*

# THE SELECTION PROCESS

## Eligibility Sift

Shortlisting of candidates on the basis of the information contained in their application.

## Completing the Application Form

Those candidates who are invited for interview who had submitted their application electronically will be required to formally sign their applications prior to being appointed.

All applications must be made on the form supplied by the SEUPB. (CVs will not be accepted).

Under each of the headings in the application form, candidates are asked to provide a clear and relevant example drawn from their recent work, which illustrates how they match the competence being sought. The information on the application form will be used for sifting and only those candidates who can meet all of the Essential Criteria will be considered for interview.

## Shortlisting

The first stage in the selection process will be to conduct a sift of completed application forms against the essential qualification criteria. Applicants who have not fully demonstrated on their application form how they meet this criterion will not be progressed to the next stage of the process.

Application forms are formatted so that applicants are required to demonstrate how they meet each essential competency. The onus will be on applicants who are completing application forms to demonstrate how they meet each competency.

Where a specified period of experience is mentioned, it may be increased by one-year increments as a method of reducing numbers.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated above. If putting forward an equivalent qualification, please provide the type of qualification and date awarded. The date awarded is the date on which you were notified of your result by the official awarding body. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

## At the interview

Those candidates called for interview will be questioned on the areas covered in the application form, personnel specification, and job description. Candidates will be asked questions to enable them to illustrate their competence in each of the areas. They may enlarge upon the information provided on the application form or use different information to illustrate

the answer. Candidates will be assessed against the essential criteria and key competencies identified as being a requirement for the role.

## ADDITIONAL INFORMATION

Applicants should note that starting salary would normally be at the minimum of the pay scale.

Applicants who intend to return their applications by post should ensure that they post documents in sufficient time to reach us by the closing date.

Late applications will not be accepted under any circumstances. We will accept application forms by either post or electronically by the closing date and time. It is your responsibility to ensure applications reach us by the notified deadline.