



PEACEPLUS

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Candidate Booklet

**Senior Manager - Managing
Authority**

**Programme Delivery and
Development**



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



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FOREWORD

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

As an organisation, we pride ourselves on recruiting the best people and providing them with the tools and support they need to make a positive contribution to our work, while realising their full potential.

The Special EU Programmes Body is one of six cross-border bodies established under the Belfast/Good Friday Agreement. The SEUPB has the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland.

This is an exciting time in the organisation's history as we celebrate twenty-six years of advancing peace, prosperity and growth. Our current funding programme PEACEPLUS is building on this work, investing €1.14 billion in a range of sectors, including health and social care, the environment, rural regeneration, smart towns and villages and youth services while continuing the fundamental work of embedding peace and reconciliation.

The work we do is challenging but also incredibly rewarding - our offices in Belfast, Omagh and Monaghan are a hub of energy and enthusiasm. Our staff value the knowledge that they are making a positive and lasting contribution to society and the world they live in.

We welcome those who share our vision for a better, more peaceful and more prosperous society and our belief that our combined effort can make that vision a reality.

This booklet will provide you with further information about the key responsibilities of the role you are applying for and sets out the skills and competencies required. We look forward to receiving your application.

Gina McIntyre
Chief Executive
Special EU Programmes Body

INTRODUCTION

The Special EU Programmes Body (SEUPB) is one of six North South Bodies established in 1999 as a consequence of the Belfast/Good Friday Agreement – an agreement between the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland.



The SEUPB has the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland, helping to foster peace and prosperity across the region.

Over the last 26 years, the SEUPB has managed a number of European Union investment programmes, including the PEACE and INTERREG programmes.

A total of €3.39 billion has been invested through previous programmes, funding over 23,000 projects, and touching the lives of more than two million citizens.

The PEACEPLUS Programme is continuing to provide this vital support to Northern Ireland and the border counties, with an investment of €1.14 billion focusing on embedding peace and promoting prosperity across the region.

SEUPB Mission Statement:

Underpinning Peace and Prosperity for People and Places

SEUPB Vision Statement:

*Providing opportunities to create sustainable progress in peace and prosperity.
Inspiring people, improving places; investing in partnerships.*

Our Guiding Principles:

At SEUPB, the core principles of our work are the following:

Excellence

We strive for the highest standards in everything we do.

Accountability

We are transparent and responsible in our actions and decisions.

Integrity and Compassion

We act ethically and in the best interests of our entire stakeholder community.

Equality and Respect

We treat everyone fairly and with dignity, fostering an inclusive environment.

Continuous Improvement

We embrace learning and innovation to enhance our impact.



KEY REGULATORY FUNCTIONS

The key functions for the SEUPB are set out below:

- 1) To act as the Managing Authority, and First level Control (verification) for the PEACEPLUS programme. The Managing Authority function is a unit that has overall responsibility which involves ensuring the Programme meets all regulatory requirements and supports funded projects to deliver the objectives of the Programme, in partnership with the Joint Secretariat unit.
- 2) Continue implementing the PEACEPLUS Programme. The Managing Authority will work with delivery partners to ensure that PEACEPLUS meets its commitment, spend and outcomes ambition for project delivery.
- 3) The SEUPB's corporate team, with the key functions of Corporate Finance, Accounting Function, HR, Communications and IT will ensure that the highest standards of public accountability and financial management are adhered to so as to meet the expectations of its many stakeholders.
- 4) The Joint Secretariat (JS) provides services in relation to project assessment and support to projects. This role of supporting and assisting projects to deliver their objectives is inextricably linked to the Managing Authority role. The JS has been delegated a range of tasks by the Managing Authority specifically to deal with all aspects of project implementation work. The role of JS in the Programmes is critical, particularly in the early stages as the new projects mobilise. JS has a significant role to assist funded Lead Partners to complete and deliver their projects effectively.

SUMMARY OF JOB:

ROLE DESCRIPTION:

To lead the management, implementation, and delivery of cross-border EU Structural and Investment Funds Programmes, particularly PEACEPLUS, ensuring strategic alignment, operational efficiency, and compliance with EU and national frameworks.

This includes:

- Develop and implement operational plans to meet programme and financial targets
- Ensure robust and transparent funding decisions
- Implement effective administrative and financial control procedures.
- Ensure compliance with EU regulations and North-South accountability frameworks.
- Establish and maintain effective relationships with government departments in Northern Ireland and Ireland, the European Commission, and external bodies across public, voluntary, and community sectors.
- Contribute to the corporate management of SEUPB.
- Participate in staff management and organisational development.

KEY RESPONSIBILITIES:

Programme Strategy & Development

- Lead the design and development of new Programmes such as the next iteration of PEACEPLUS.
- Lead the design and development of operational plans for programme delivery.
- Ensure alignment with EU regulations and the strategic priorities of the PEACEPLUS Programme.
- Support the development of investment areas under PEACEPLUS, including themes like:
 - Building Peaceful and Thriving Communities
 - Socio-Economic Regeneration
 - Empowering Young People
 - Healthy and Inclusive Communities
 - Sustainable and Connected Futures
 - Partnership and Collaboration



Programme Implementation

- Oversee the delivery of cross-border EU Structural Funds Programmes.
- Set up frameworks and mechanisms for sharing insights from Peace programmes on a global basis including preparing reports and research regarding the peace programmes and impacts.
- Preparing and disseminating research and information on the impact of the PEACE Programmes
- Ensure programme and financial targets are met within the accountability frameworks of North-South Bodies and EU funding rules.
- Implement effective administrative and financial control procedures to support programme delivery.
- Set up framework for Programme review and modification development.

Stakeholder Engagement

- Maintain strong relationships with:
 - Government departments in Northern Ireland and Ireland
 - The European Commission
 - External bodies across public, voluntary, and community sectors
- Liaise regularly with senior officials and partners to ensure coordinated delivery and strategic alignment.
- Liaise with other funders to identify areas of commonality
- Sharing insights and learnings from the Peace programme with stakeholders

Project Support

- Provide support to projects through the programme delivery, ensuring quality and compliance
- Promote collaboration and partnership building among project stakeholders.

Monitoring, Evaluation & Reporting

- Contribute to the monitoring and evaluation of the PEACEPLUS programme impact.
- Ensure robust reporting mechanisms are in place to track programme performance
- Support the development of performance frameworks and impact assessments.

Corporate Management

- Participate in the corporate management of SEUPB.
- Contribute to staff management, organisational development, and risk assurance processes



PERSON SPECIFICATION

JOB TITLE: Senior Manager Programme Delivery and Development

DURATION: 51-week Fixed Term Contract

HOURS: 37 Hours per week

SALARY SCALE: £61,673 - £64,469 per annum (under review)

REPORTS TO: Director, Managing Authority

LOCATION: The successful candidates will be based at the Clarence West Building, Clarence West Street, Belfast BT2 7GP. The postholder may be required to travel throughout Northern Ireland and the border counties of Ireland and beyond to attend meetings/conferences which may include overnight stays on occasion.

ESSENTIAL CRITERIA and QUALIFICATIONS:

An Honours degree or equivalent third level qualification plus a minimum of 5 years' experience at senior management level.

or

A minimum of 7 years' experience at senior management level.

(Senior management level is defined as experience gained reporting directly to individuals at Director level or above or equivalent.)

EXPERIENCE:

- Proven track record in managing large-scale, complex EU-funded programmes.
- Experience in developing and implementing operational plans to meet programme and financial targets.
- Strong understanding of EU funding mechanisms, for example PEACEPLUS, INTERREG, or similar cross-border cooperation programmes.
- Knowledge of EU regulations and compliance frameworks.



- Demonstrated ability to build and maintain relationships with senior officials in government departments, the European Commission, and community sector bodies.
- Demonstrated skills in negotiation, partnership development, and collaborative working.
- Experience in designing and overseeing performance frameworks.
- Ability to interpret data and produce strategic reports for internal and external stakeholders.
- Demonstrated experience in working in a North-South or cross-border context.

DESIRABLE CRITERIA and QUALIFICATIONS

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

- Familiarity with digital systems for programme monitoring (e.g., Jems).
- Background in community development, peacebuilding, or socio-economic regeneration.

REQUIREMENTS

- The postholder may be required to travel throughout Northern Ireland and the border counties of Ireland, including travel in Ireland, UK and Europe to attend meetings/conferences on occasion.
- The successful candidate will be required to be in the office as agreed and required.

REQUIRED COMPETENCIES

Seeing the Big Picture

Seeing the big picture is about being alert to emerging issues, legislation and trends which might impact, or benefit own and team's work. Contributing to the development of policies, plans and service provision to meet our stakeholders' diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice. Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area.

Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. Finding ways to improve systems, policy



development and structures to deliver with more streamlined resources. Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making. Actively encouraging ideas from a wide range of sources and stakeholders and use these to inform own thinking

Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. Making decisions when they are needed, even if they prove difficult or unpopular. Recognising patterns and trends in a wide range of evidence/data that may affect policy and draw key conclusions. Exploring different options outlining costs, benefits, risks and potential responses to each

Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. Taking opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Departmental policy and strategy. Communicating effectively orally and in writing in a succinct, engaging manner; know when to stand ground when needed. Communicating using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.

Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the SEUPB, to help to achieve business objectives and goals. Establish relationships with a range of stakeholders to support delivery of policy and business outcomes. Establishing relationships with a range of stakeholders to support delivery of policy and business outcomes. Readily sharing resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation.

Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. Identifying and addressing team or individual capability requirements and gaps to deliver current and future work. Developing team members, devoting time to coach, mentor and develop others. Proactively managing your own career and identifying your own learning needs with line manager, plan and carry out workplace learning opportunities. Continually seek and act on feedback to evaluate and improve their own and team's performance



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. Making effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions. Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money. Work with team to set priorities, goals, objectives and timescales. Promote a culture that tackles fraud and error, keeping others informed of outcomes.

Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. Successfully manage, support and stretch self and team to deliver agreed goals and objectives. Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate. Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands. Coach and support others to set and achieve challenging goals for themselves.

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.

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 (i.e. the older you are the greater the % of pay it costs to pay for your pension). So, you would have to put a significant proportion of your earned income aside to secure such a pension.

Typically, you are required to make a contribution of between 4.65% and 7.55% of pay per year, with the balance effectively funded by the Northern Ireland Executive and the Government of Ireland. 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 NI

We offer our staff an annual leave entitlement of 25 days, rising to 30 days after five years' service. In addition to this, we also offer 12 statutory holiday days.

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 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 – choose NI or ROI

You are encouraged to take advantage of our 'Cycle to Work' scheme, which gives you access to a bike and equipment through a salary sacrifice scheme, for use commuting to and from work. There is a secure bicycle rack at the Belfast Office for staff use.



You are encouraged to take advantage of our 'Cycle to Work' scheme, which gives you access to a bike and equipment valued €1,250 through a VAT-free scheme, for use commuting to and from work.

Family Leave

Maternity Leave – Up to 52 weeks of which 26 weeks is on full pay. We also offer Paternity Leave, Parental Leave/Shared Parental Leave and Adoption Leave.

Employee Assistance Programme

All our employees have access to a fully independent 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.

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 criteria 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.

Relevant instructions will be issued to candidates together with the invitation. Those invited to interview should make every effort to attend on the specified time and date. Given the difficulties in arranging interview panels, flexibility will not be possible. (Remote Interviewing may be used as an option depending on circumstances).

Equality Monitoring

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 they have dependents.



To help ensure that we are meeting our Equality of Opportunity obligations, we monitor the composition of staff and applicants. This monitoring helps to assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society. Therefore, the monitoring form included with your Candidate Pack is regarded as part of your application and should be completed and returned. The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

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.

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 dependents.

The Body would particularly welcome applications from the Protestant community who are currently underrepresented in the workforce.