

rural ACTION

MAKING
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RECRUITMENT PACK



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Riadas na Míreanna
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk

MCS Programme Administrator

October 2025



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Introduction

Dear Applicant,

Thank you for your interest in the role of **Programme Administrator** at Rural Action. This recruitment pack is designed to give you a deeper understanding of who we are, what we do, and the kind of person we're excited to welcome into our team.

Rural Action is a registered charity (NIC108163) established to meet an identified need to support grassroots communities through meaningful, community-driven projects & programmes. We specialise in designing, developing, and delivering initiatives that respond directly to the challenges and opportunities faced by rural people.

Our mission is to inspire action and make a lasting, positive impact on everyday rural life. We believe in the strength of community, the value of shared spaces, and the potential of sustainable living. That includes supporting social enterprise as a vital tool for economic resilience, innovation, and inclusive growth in rural areas.

If you're passionate about making a difference and thrive in a collaborative, purpose-led environment, we'd love to hear from you.

Yours faithfully

Teresa Canavan
Founder and Chief Executive



Our Vision, Mission and Values

OUR VISION

We believe passionately about engaging people to build a better future. We work to support living, working, sustainable and shared communities.

OUR MISSION

We seek to inspire action and make a positive contribution to the everyday lives of rural people.

OUR VALUES

 Open and Transparent	 People and Teamwork	 Can Do Attitude
 Impartial and Fair	 Solutions Focused and Action Orientated	 Creative and Innovative



Our Work and Ambition

OUR WORK

We act as a Managing Agent for the International Fund for Ireland (IFI) managing the delivery in Northern Ireland of the IFI Personal Youth Development Programme (PYDP) and the Communities in Partnership (Cross Border) Programme.

We are working in partnership with Cooperation Ireland and East Border Region to animate and provide support to grassroots communities to access funding opportunities under the SEUPB/Pobal managed PEACEPLUS Small Grants Programme.

We are an Open College Network (OCN) accredited centre and deliver the OCN Level 1 in Developing and Managing Community Facilities.

We undertake various assignments and commissions for central and local government, other statutory bodies and the community, voluntary sector including pilot projects, evaluations, programme design, project assessments & appraisals.

We deliver our own 'Rural Action Awards' where we give back to communities each year. So far, we have invested nearly £30,000 in community action projects injecting the equivalent of £1,000 per month back into rural communities.

We have just recently secured two major PEACEPLUS initiatives: *RiSE* (Rural Innovation & Social Enterprise), which focuses on empowering rural communities through enterprise and innovation, and *MCS* (Maximising Community Space), aimed at enhancing shared, inclusive spaces. **This recruitment pack is specifically focused on recruiting new talent for the MCS (*Maximising Community Space*) programme.**

OUR AMBITION

To be the organisation of choice for rural delivery and the 'go to' organisation for ideas, innovations and solutions to rural needs.



Why work for Rural Action

At Rural Action, we believe that meaningful work starts with a meaningful workplace. Here's what you can expect when you join our team:

- **Purpose-driven impact:** We're passionate about creating real change in rural communities — and everything we do is rooted in that mission.
- **Supportive leadership:** Our managers lead with empathy, encouragement, and a commitment to helping you thrive.
- **Collaborative culture:** We work as one team, celebrating every achievement and learning together.
- **Employee voice matters:** We actively consult with our staff to shape decisions and drive our shared mission forward.
- **Strong foundations:** Every new team member receives a thorough induction to help them feel confident and connected from day one.
- **Growth and development:** We invest in your potential by offering opportunities to build skills, take on new challenges, and grow professionally.

Benefits

We pride ourselves in being a flexible, family-friendly employer and try to offer the best terms and conditions for our employees to enable them to achieve a healthy work/life balance.

Our benefits include: -

- 25 days annual leave (increasing to 30 after 5 years' service) plus 12 bank and public holidays (based on 35hrs per week, *pro-rata for part-time positions*)
- Enhanced sick leave policy
- Enhanced maternity/paternity/adoption/shared parental leave policies
- Paid compassionate leave
- Employer pension scheme
- Flexible working policy
- Mileage allowance at the prevailing HMRC Rate
- Time off in lieu (TOIL) policy for additional hours worked
- Training & development policy
- Free on-site car parking
- Early finish on Friday's



On successful completion of probationary period:

- Life assurance
- Health insurance
- Hybrid working model to enable working from home



Job Description

Job Title	MCS Programme Administrator
Reporting to	Programme Manager
Grade	Administrator Officer (NICS AO scale £26,449 to £28,094)
Hours	35 hours per week
Period	To 31 st December 2028 (subject to funding)

Background

Maximising Community Space (MCS) is a newly developed innovative PEACEPLUS funded project which aims to prioritise the building of relationships, creating shared spaces where people can participate & collaborate regardless of cultural background or difference. Operating on both a cross-community and cross-border basis the project brings together a multi stakeholder partnership including Irish Rural Link and NI Rural Women's Network.

Working with 40 rural community organisations, the programme aims to support the development of more inclusive spaces by increasing the leadership capacity of participating organisations, increasing the involvement of women in leadership roles & governance structures and developing inclusive activities that promote shared spaces & build connections within & between people, working collaboratively on a cross community/border basis.

Purpose and Objectives

The Administrator will assist in supporting the delivery the Maximising Community Space (MCS) programme, providing a full administrative service to the Programme Team. Additionally, they will assist in the continuing development of administrative structures and procedures necessary to ensure the efficient and effective implementation of the MCS programme.



Main Duties and Responsibilities

The Administrator's detailed activities will be agreed with the Programme Manager through a work plan which will include output targets and identified time scales. The broad activities of the post will include:

- To maintain a centralised Calendar for the programme, assisting with the scheduling of meetings with the Project Steering Group (PSG), and Project Delivery Team (PDT), putting in place arrangements for same.
- Assisting with communications to a diverse audience e.g. community groups, umbrella/support organisations, local authorities, using a range of social media channels.
- Liaising with the programme staff, assisting in the preparation of materials, information packs and other aids in support of learning.
- Liaising with the programme staff, assisting with the processing and recording of feedback questionnaires and preparation of summary reports following training provision.
- Contributing to the administration of events including networking, clustering events and residencies and management of promotional stands.
- Liaising with Participant organisations, Procurement Staff and suppliers of goods and services in line with SEUPB Procurement requirements (for example venue hire, hospitality etc), assisting with payments and reconciliations of same.
- To liaise with programme staff to ensure that correct documentation is completed and recorded for the programme.
- Providing administrative support as required, including document creation, digital text processing and reproduction (e.g. use of Publisher, Canva, etc).
- Maintaining a centralised electronic document management system for the programme (e.g. SharePoint).
- Assist in the administration of management information reports as required in support of quarterly claims, monitoring reports and annual work plans.
- Providing support to the Programme Manager/Delivery Team as required.
- Carrying out any other duties deemed necessary within the postholder's competency to ensure the effective operation of your role within Rural Action or a role where similar experience and/or knowledge and/or skills might be required.



Our Organisational Values & Expectations

At Rural Action, we believe that how we work is just as important as what we achieve. These principles guide our culture and define what we expect from every member of our team:

Our Principles

- **Champion our mission:** Always promote Rural Action positively and help strengthen the partnerships that support our work.
- **Act with integrity:** Conduct yourself in a trustworthy, reasonable, and responsible manner in all aspects of your role.
- **Foster respect and inclusion:** Promote a harmonious working environment where everyone is treated with fairness, dignity, and equality — and where intimidation or harassment is never tolerated.

Our Professional Standards

- **Policy adherence:** Abide by all organisational policies and procedures, ensuring they are implemented fully within your areas of responsibility.
- **Safety and safeguarding:** Maintain full compliance with health and safety and safeguarding requirements relevant to your role.



Employee Specification

The Employee Specification outlines the essential skills, knowledge, qualifications, and attributes required to successfully carry out the duties of this role. When completing your application form, please ensure you address each criterion listed — drawing on your full range of experience, whether gained through paid employment, voluntary work, education, or other relevant settings.

Essential Criteria

- **Qualifications**

- 5 GCSEs (or equivalent) grades A to C including Maths & English Language or 3 years relevant experience

- **Experience**

At least 2 years' experience in the last 5 years of operating in a similar role as Administrator, to include:

Supporting Programme Delivery

- Assisting with the administration and tracking of calls
- Experience working collaboratively with multiple staff members and/or external partners, including managing shared diaries, coordinating meetings, and balancing competing priorities.
- Assisting with the preparation of materials to help groups avail of programme support
- Assisting with project-based enquiries, fielding calls and supporting groups availing of programme activities

Compliance & Documentation

- Ensuring accurate record-keeping for audit and reporting purposes
- Supporting procurement processes in line with programme guidelines

Communication & Engagement

- Assisting with communications to a diverse audience, including social media updates, and event materials
- Assisting with activities such as scheduling meetings, cluster events and organisation of same



Monitoring & Evaluation Support

- Gathering feedback and data from participants, users and individuals to assist with evaluation (e.g. use of SurveyMonkey, google forms etc)
- Assisting in the preparation of progress reports and impact summaries for various stakeholders

Team Collaboration & Coordination

- Working closely within a team to ensure smooth delivery of programmes
- Contributing to team planning, risk identification, and continuous improvement efforts

Other

- Excellent communication and presentation skills, with the ability to convey complex information clearly and concisely.
- Proficient in the use of Microsoft Office packages.
- Proficient in using digital tools to support communication and project delivery, including a familiarisation with platforms such as **Canva**, **SharePoint**, and other collaborative or design software.
- Comfortable navigating and updating **customised management systems**, databases, or CRM platforms to support programme administration.
- Ability to prioritise tasks and meet deadlines.
- Ability to work collaboratively within and across projects.

• Skills and Attributes

- Ability to plan work, meet targets and work to deadlines
- High level of inter-personal skills
- Ability to think creatively and flexibly
- Highly motivated team member
- Able to work to own initiative
- Be proactive
- Good written and oral communication skills
- ICT literate



Desirable Criteria

- Understanding of rural community/development
- Experience of working in an office environment with various teams supporting community-based projects.
- Experience in working with projects that focus on reconciliation, promoting good relations, and cross-border peacebuilding.
- Familiarity with a range of other project, data and people management software – e.g. JEMS, Miro, Trello etc.
- Able to adapt quickly to new technologies and digital workflows, with a proactive approach to learning and problem-solving.

Other Factors

- Access to transport is essential
- Willing and able to travel within NI, Ireland and occasionally further if required.
- Willing and able to work occasional extended hours if required.



Conditions of Service

The successful applicant will play a key role in helping Rural Action deliver its strategic plan, and as such, a flexible and proactive approach to work is essential.

This post is based in Cookstown, with Rural Action currently operating a hybrid working model. Upon successful completion of the probation period, the postholder will have the opportunity to work flexibly within this model. However, due to the collaborative nature of the MCS programme, regular face-to-face engagement with colleagues and partners will be required.

Access to personal transport is essential, as the role involves travel across Northern Ireland, the border region of Ireland, and occasionally further afield to attend meetings and events.

Please note that successful applicants will be required to undergo an Access NI check.

This post is subject to funding and is confirmed until 31 December 2028.



Additional Information

Equal Opportunities

Rural Action is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of applications is

12 noon on Wednesday 22ND October 2025

Please ensure your form and any requested supporting documentation is emailed to:

samantha@ruralaction.co

Please Note: We cannot accept applications received after the closing date/time.

Guidance Notes on Applying for this role

Please ensure you complete the application form in full. Rural Action will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.

ONLY the details provided by you in your form will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Samantha (samantha@ruralaction.co) or phone 028 8648 0900.

Thank you for your interest in Rural Action and this post.

A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

