

rural ACTION

MAKING IT HAPPEN



RECRUITMENT PACK



Programme Administrator

May 2026



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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

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



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.

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 if compatible to role



Job Description

Job Title	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 January 2029 (subject to funding)

Background

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. Rural Action is Lead Partner on both, working with a number of partners to deliver positive outcomes for cross-border rural communities.

Purpose and Objectives

The Administrator will assist in supporting the delivery of the PEACEPLUS projects, 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 each 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 and programme activities (such as training, study visits and cluster events) and putting in place arrangements for same.
- Liaising with the programme staff, assisting in the preparation of programme materials.
- Contributing to the administration of events including networking, clustering events and residentials and management of promotional stands.



- Assist programme staff by the processing and recording of feedback questionnaires and preparation of summary reports following programme activities.
- Liaising with Participant organisations, Procurement Staff and suppliers of goods and services in line with SEUPB Procurement requirements (for example venue hire, hospitality etc)
- Providing administrative support as required, including document creation, digital text processing (e.g. Canva).
- 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 and the Programme Delivery Team as required.
- Carrying out any other reasonable duties which the Programme Manager may feel necessary to ensure the success of the Programme and the achievement of its aim and objectives.



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 2 years relevant experience in an Administration role

- **Experience**

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

- Proven experience of working in an office environment with various teams supporting community based projects.
- Experience in fielding calls, arranging meetings, scheduling of events and supporting same.
- Excellent communication and presentation skills, with the ability to convey complex information clearly and concisely.
- Proficiency in the use of Microsoft Office packages.
- 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
- Attention to detail
- 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 sectors
- Experience in reconciliation, promoting good relations, and cross-border peacebuilding.
- Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.

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 these programmes, 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 January 2029.



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 20th May 2026

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.

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