


READING ROOMS

 verbal

 **verbal**
EVERY STORY MATTERS

PEACE OF MIND PROJECT CO-ORDINATOR RECRUITMENT PACK

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



PEACEPLUS

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas
na hÉireann
Government
of Ireland



The
Executive Office

www.executiveoffice-ni.gov.uk

JOIN THE TEAM



Joining VERBAL means becoming part of a dynamic team committed to fostering inclusivity and amplifying diverse voices. If you are passionate about making a meaningful impact, eager to embrace creativity, and ready to support individuals in finding and sharing their unique narratives, then VERBAL is where you belong. Here, you will play a crucial role in helping people tell their stories and in building a community where every story matters.

Our Values

Our values aren't just words on a wall; they are integral to who we are and how we operate daily. They were devised collaboratively by our team, and they shape every interaction and decision we make.

WE ARE INCLUSIVE :

We make it our mission to meet people where they are, breaking down barriers to ensure everyone can engage and thrive.

Your efforts will help enhance the wellbeing of those we serve, creating a truly inclusive environment.

WE FOCUS ON QUALITY:

We listen closely to understand the unique needs of our users and continually improve our programmes to meet those needs. Your dedication to quality will ensure we provide the best support possible.

WE LOOK TO CONTINUALLY GROW:

We embrace a culture of exploration and learning. You'll be part of a team that constantly challenges the status quo, seeking innovative ways to make a positive impact.

WE CONNECT:

We believe in engaging the imagination, fostering rapport and encouraging creativity in all our interactions. Your ability to connect with others will help build strong relationships and inspire new ideas.

WE WORK IN PARTNERSHIP:

We value strong, lasting relationships with our partners. Working with us means collaborating towards common goals and making a greater impact together. Your collaborative spirit will be key to our success.

Join Verbal: Where Your Wellbeing and Satisfaction are our Priority

At Verbal, we place immense importance on cultivating a vibrant and supportive culture. Our commitment to employee satisfaction and wellbeing is reflected in our comprehensive approach, including bi-monthly staff satisfaction and wellbeing surveys. These surveys allow us to continuously analyse and enhance every team member's experience within our organisation. Additionally, our dedicated wellbeing committee meets monthly to develop strategic initiatives aimed at promoting and enhancing your wellbeing.

89%

Of our staff find their jobs meaningful

90%

Of our staff report being satisfied within their role.

93%

Of our staff know how their role contributes to the organisation



Our Vision is a
world where
**EVERY
STORY
MATTERS**





VERBAL was first established in 1992 and has been designing, developing & delivering language arts-based projects with vulnerable individuals and marginalised communities for over 30 years.



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THE WORK THAT WE DO

WE DELIVER CREATIVE INTERDISCIPLINARY PROGRAMMES
IN THE AREAS OF



**MENTAL
HEALTH & WELLBEING**



**COMMUNITY DEVELOPMENT &
RECONCILIATION**



CREATIVE DEVELOPMENT

OUR PROCESS

Psychology team build the curriculum

Our psychology team work to ensure each programme follows a specified curriculum that will guide the participant through a tailored journey.

Story creation

Verbal's Literary Editor will then research the perfect reading material that will match the psychology reviewed curriculum and the particular group we are working with.

Delivery of programme

This is where the magic unfolds, as we engage with community groups. Here, we witness the transformative power of words and stories and the profound impact they can have on individuals. This is where our Wellbeing Facilitators really add value to our organisation.



Co-production

We co-produce our programmes with our participants ensuring their true voices are heard.

Psychology & CBT

Our psychology team embed within the reading material structured discussion intervals. These are designed to prompt participants to reflect on the content. Using questions and conversation starters.

Content testing

Before we introduce our material to the groups we always test with a testing group to ensure that we have produced the highest quality programme for our participants.

Impact reporting

Finally, We produce evidence based reports that reflect how our programmes have impacted those with whom we serve.

At Verbal, our commitment to excellence is deeply rooted in evidence-based research. Every project we offer is carefully co-designed, drawing from the latest findings in the fields of psychology, literature and co-production. Verbal's projects both contribute to and draw from pioneering research on the comprehensive advantages of arts-based interventions. We're constantly evolving, ensuring our work remains at the forefront of the field, adapting based on our findings and global advancements.

JOB SUMMARY

As **Peace of Mind Project Co-ordinator**, you will play a crucial role in ensuring the smooth and efficient operation of our projects by empowering our Project Trainers, ensuring they have all the necessary resources and guidance to fulfil their roles effectively. You will work closely with various teams to co-ordinate project activities, monitor progress, and facilitate communication to achieve project goals. To ensure strong collaboration and alignment with our team of psychologists, a Master's degree in Psychology is essential, allowing you to understand and integrate psychological principles when guiding your team of project trainers.

As Peace Of Mind Project Co-ordinator your responsibilities include;

- Coordinate the implementation of Peace Of Mind projects across multiple locations in Northern Ireland and the Republic of Ireland
- Recruitment & performance management of project staff to deliver Peace Of Mind Project with Verbal.
- Reporting on Peace Of Mind Project Performance

JOB TITLE:	PEACE OF MIND PROJECT CO-ORDINATOR
REPORTING TO:	PROGRAMME MANAGER
ACCOUNTABLE TO:	PROGRAMME MANAGER
SALARY:	£32,234 PER ANNUM
CONTRACT:	36 HOURS PER WEEK 3.5 YEAR FIXED TERM
LOCATION:	DERRY~LONDONDERRY

IN EXCHANGE FOR YOUR EXPERTISE WE
WILL OFFER YOU

**PRIVATE MEDICAL INSURANCE
CRITICAL ILLNESS COVER
LIFE COVER
EVERYDAY MEDICAL CASH PLAN
ENHANCED PENSION COVER
24 DAYS HOLIDAYS PLUS 11 BANK HOLIDAYS**

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JOB DESCRIPTION

As the **Peace Of Mind Project Coordinator**, your exceptional organisational skills, attention to detail, and ability to multitask will be essential in ensuring that project milestones are met within designated timelines and budgets. In this role, you will work closely with Verbal's Enrolment Officer and Project Trainers to oversee the smooth running of Peace Of Mind projects. Your effective communication, psychology expertise teamwork, and problem-solving abilities will be crucial as you collaborate with diverse teams and stakeholders.

Duties & Responsibilities You will ...

- Co-ordinate the delivery of a range of programmes across multiple locations in Northern Ireland and the Republic of Ireland
- Co-ordinate the recruitment of participants and groups for Peace Of Mind projects
- Provide ongoing mentoring and support to aid our Project Trainers in their professional growth
- Serve as a central point of contact for our Project Trainers , ensuring effective communication and information flow between all stakeholders
- Update and monitor Peace Of Mind projects to ensure quality and impact
- Identify potential project risks and assist in developing risk mitigation strategies
- Make a positive contribution to the development of in house training which will support delivery of Verbal's projects to professionals and community champions
- Engage and maintain relationships with key stakeholders, including schools and community organisations
- Ensure that the Verbal research team receive qualitative and quantitative data from participants and groups gathered by the Project Trainers
- Reporting with accuracy on Peace Of Mind projects progress

Project Trainer management You will ..

- Recruit, train and manage Peace Of Mind Project Trainers to deliver Peace Of Mind project's effectively
- Provide ongoing support and development opportunities for project staff..
- Be responsible for the motivation, training, mentoring and feedback of our Project Trainers
- Be responsible for the complete implementation of all safeguarding governance measures for our Project Trainers

ADDITIONAL RESPONSIBILITIES You will..

- Be committed to and adhere to Verbal's vision, mission and values
- Actively engage in staff meetings
- Actively engage in training as and when necessary
- To comply with Verbal's Child Protection Adult Protection policies and procedures and with National Guidance
- Comply with Verbal's code of conduct
- Actively consider the involvement of funders and partners with whom we work, in all areas of practice
- Observe all Health & safety requirements
- Work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices
- Comply with Training & Development requirements.

Other information

• **Driving Licence**

This post requires the ability to travel as necessary to fulfill the duties of the role. A valid driving licence and access to transport are preferred, but alternative arrangements can be considered where feasible.

• **Safeguarding Policy**

In line with the organisation's Safeguarding Policy this position is subject to Access NI checks. Full adherence with this process will be requested in the event of a successful application.

• **Accessibility**

If you require copies of documentation in alternative formats, for example large print, please contact clare@theverbal.co. If you require any particular adjustments, should you be invited to interview, please make this clear in your application. Please note that interviews will be conducted in person

For background information on the organisation , please visit our website www.theverbal.co

NOTES

This job description describes the principal purpose and main elements of the job. It is a detailed guide to the nature of the main duties as they are currently envisaged but is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder will be expected to work flexibly to changing business needs.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

	Criteria	Assessment	Stage
1.	Masters Degree in Psychology	CV application	1
2.	Proven experience in Project co-ordination	Application form / Interview	2/3
3.	Proven experience in leading a team	Application form/ Interview	2/3
4.	Proven experience of project monitoring and evaluation including written reports and record keeping	Application form/ Interview	2/3
5.	Proven experience in successfully managing multiple tasks, meeting details and prioritising tasks	Application form/ Interview	2/3

DESIRABLE CRITERIA

	Criteria	Assessment	Stage
1.	MSc in applied Psychology	CV application	1
2.	Familiarity with the learning principles for children & young people, for example - Emotional Safety/ Individual Learning/Metacognition.	Interview	3
3.	Proficiency in public speaking and presenting to diverse audiences	Interview / Probationary	3/4
4.	Cultural competence to work respectfully and effectively with individuals from diverse background and communities	Interview / Probationary	3/4
5.	Proficiency in maintaining accurate project documentation	Interview/Probationary	3/4

CONDITIONS OF EMPLOYMENT

	Criteria	Assessment
1.	Right to work in the UK	Provide original right to work documentation
2.	Provide 2 satisfactory references.	Give the name and contact details of relevant referees
3.	A valid driving licence and access to their own transport, but alternative arrangements can be considered where feasible.	Provide relevant documentation
3.	Successful applicants will be required to go through an enhanced Access NI check	Apply for an access NI check online when requested and to provide the relevant ID without delay
4.	Successful candidates will be required to schedule their holidays in alignment with the school term calendar. However, in exceptional circumstances, this can be discussed with their line manager to seek a resolution.	Holidays booked within school term calendar

Notes

Verbal operates a child protection policy

Verbal is an equal opportunities employer



**TO APPLY SEND YOUR CV TO
clare@theverbal.co**



VERBAL

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Bishop Street Within,
Derry-Londonderry
BT48 8PU**

T: 02871266946

E: info@theverbal.co



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