



Irish Central Border Area Network (ICBAN) Ltd

 Units 4-6,

 Enniskillen Business Centre,

 21 Lackaghboy Road,

 Co. Fermanagh, BT74 4RL

 Northern Ireland

**CONFIDENTIAL APPLICATION**

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| **Position: Project Manager**  |

**Application Guidance:** Both Part A and Part B of this application form MUST be completed and signed by the applicant before the application can be considered. Where the application is completed by typescript no sections of the form may be altered, expanded or deleted. Completed applications may be returned digitally to Mrs Gill Fairley at PeopleAlign Ltd: gill@peoplealign.com to be received no later than **5pm Monday 26th May 2025.**

**Part A**

A.1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname:  | First Names: |
| Address: |
|  | Postcode: |
| Contact Telephone Number:  |  |
| Email Address: |  National Insurance Number: |
| Do you hold a current driving licence ? **Yes / No** | If Yes, indicate type: |
| Do you have access to a form of transport that will enable you to fulfil the travel requirements of this role? | **Yes / No** |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK ? **Yes / No**If Yes, please provide details: |
| If your application is successful, will you require a work permit prior to taking up employment? **Yes / No** |
| Please indicate where you saw this vacancy: |

**A.2. EDUCATION & QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** of Institution e.g. Secondary School, Further Education College, University. Do not identify the establishment. | Qualification | Subject, including modules where relevant  | Results |
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**A.3. PERSONAL DEVELOPMENT** Include any formal or accredited training, memberships, voluntary activities or responsibilities you consider relevant

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| --- | --- | --- |
| Activity | Purpose (include dates) | Outcome |
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**A.4. PROFESSIONAL QUALIFICATIONS / MEMBERSHIPS**

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| --- | --- | --- |
| Professional Body | Qualification / Grade of Membership / Method of attainment e.g. examination, professional assessment of competence, other (please specify) | Date of admission to grade  |
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**A.5. REFERENCES**

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| Please note that two references are required, including a current / most recent employer’s reference. Any offer of employment will be conditional upon receipt of two references that are satisfactory to ICBAN. Please ensure that you secure the permission of referees before nominating them to act in that capacity. |
| Referee Name: | Referee Name: |
| Occupation: | Occupation: |
| Business Address: | Business Address: |
| Tel. No. |  Email: | Tel. No. | Email: |
| Relationship to you (e.g. employer, line manager, colleague, peer) | Relationship to you: (e.g. employer, line manager, colleague, peer) |
| I give / do not give\* permission for this referee to be contacted prior to an offer of employment being made. \*(delete clearly as appropriate) |  I give / do not give\* permission for this referee to be contacted prior to an offer of employment being made. \*(delete clearly as appropriate) |

NB As the selection panel will be drawn from representatives of ICBAN, it is not advisable to approach any current Board Members to act as referee. Any attempt to do so may be regarded as canvassing, which may lead to the disqualification of your application. If in doubt, please contact ICBAN Offices, who will seek clarification on your behalf.

**A.6. EMPLOYMENT HISTORY**

Please detail below your career history. Ensure you explain any spells where employment was not continuous.

**Current or Most Recent Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & address of employer | Role title, purpose of role, summary of main responsibilities  | Time in post | Starting & Finishing Salary | Reason for leaving / seeking new appointment |
|  |  |  |  |  |
| Other benefits in remuneration package: | Notice period: |

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & address of employer | Role title, purpose of role, main responsibilities | Time in post | Starting & Finishing Salary | Reason for leaving  |
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**A.7. EXPERIENCE and SKILLS**

Referring to the Role Description and Person Specification attached, please give a clear and concise account, with examples, of the specific ways in which your experience and application of skills to date meets the requirements identified. This information will be used for short listing so you should ensure that all relevant information is included. Please note that if all sections are not completed, we may be unable to proceed with your application. Please use a font size no smaller than 11.

**Experience Criteria**

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| --- |
| Proven experience in coordination, management and completion of complex projects of significant value |
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| Experience in budget management and financial reporting. |
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| Experience in working with multiple stakeholders, including government agencies, funding bodies, & community organisations. |
|  |

**Skills & Capabilities** (Please provide brief examples of how you have demonstrated these previously)

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| Detail oriented, with a focus on accountability for accuracy and sufficiency of information. |
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| Good time management skills: able to manage multiple projects simultaneously. |
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| Preparation of reports & presentations tailored to the audience. |
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| Lead, manage and motivate groups of people / project partners in working towards a common aim |
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| Identify and overcome project development and delivery challenges |
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**A.8. GENERAL DATA PROTECTION STATEMENT**

The information that you provide on this form and that obtained from other relevant sources will be retained and used to process your application for employment. The personal information supplied in your application will also be used in a confidential manner to facilitate the recruitment process. If your application is successful and you take up employment, the information will be used in the administration of your employment. By signing the application form, you are indicating your agreement to the processing of sensitive personal data (as described above) in accordance with registration with the Data Protection Commissioner. ICBAN will safeguard against any possible misuse of personal information by strictly controlling access and use.

**A.9. APPLICANT DECLARATION**

By submitting this application you are confirming that the information supplied is true and accurate. A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

**Canvassing**

The Board of ICBAN wish to emphasise that the canvassing (whether deliberate or otherwise) of any Board Member, employee of ICBAN, or Chief Executive of its member councils, will be declared and may lead to the disqualification of your application.

**I declare that to the best of my knowledge and belief all the foregoing statements are accurate, true and complete, and understand that any activities construed as canvassing, deliberate or otherwise, may lead to the disqualification of my application.**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(A typed signature, and your submission of this application electronically will be treated as your agreement with the terms above)

Please ensure that you fully complete and return **both** Parts A and B **only via email** to: Mrs Gill Fairley of PeopleAlign Ltd. - gill@peoplealign.com

**Closing date for receipt of completed applications is 5 pm on Monday 26th May 2025**

**DO NOT RETURN THE FOLLOWING SECTIONS WITH YOUR APPLICATION:**

**Part C: Information about ICBAN; Role Description & Person Specification**

ICBAN is committed to the fair and equal treatment of those seeking employment and in employment. Applicants will not receive less favourable treatment on the grounds of their age, disability, gender, gender reassignment, dependants, marital, civil partnership or family status, pregnancy and maternity leave, race, religious belief, political opinion and sexual orientation.

 Part B

B.1. ARRANGEMENTS FOR INTERVIEW (CONFIDENTIAL)

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| Disability is defined as “*any physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities and which has lasted or is likely to last for more than 12 months*”. |
| Do you consider that you have a disability?  |  YES / NO |
| If YES, do you require any arrangements to assist you if you are shortlisted for interview ? |  YES / NO |
| If YES, please state any arrangements which will assist you: |

**B.2. HEALTH DECLARATION (CONFIDENTIAL)**

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| Following the introduction of the Disability Discrimination Act 1995, employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability. In order to help us in this process, applicants must provide the following information, but in doing so should also be aware that answering “yes” to any of the following questions does not necessarily exclude them from the recruitment process, but may require the provision of further information. **Do you suffer from any medical condition or disability which:** |
| May prevent regular attendance at work, or your ability to give effective service? If yes, please give details: | YES / NO |
| May have a health and safety implication for carrying out the job for which you are applying (which includes driving) If yes, please give details: | YES / NO |
| Have you ever been retired from work on medical grounds? If yes, please give details: | YES / NO |

**DETACH THE FOLLOWING SECTIONS AND RETAIN FOR YOUR INFORMATION – DO NOT RETURN THEM WITH YOUR APPLICATION:**

**Part C**

**C.1. ROLE DESCRIPTION**

 **PROJECT MANAGER**

***This post is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).***

**Reports To:** ICBAN Chief Executive

**Responsible For:** Self and Caseload

**Key Relationships:** ICBAN colleagues, ICBAN Board members, member Council officials, project partners, regional stakeholders and representatives of funding agencies

**Main Purpose of Role:**

The Project Manager will be responsible for co-ordinating the delivery of a number of funded projects, (including some recently supported under the PEACEPLUS programme), and involving the promotion, monitoring and reporting functions, thus ensuring set outcomes and results are delivered.

To also identify opportunities and develop creative and novel solutions that address priority regional needs, and steer new project concepts through to reality.

**MAIN DUTIES AND RESPONSIBILITIES**

**Project Coordination**

1. Coordinate the implementation of ICBAN’s assigned project responsibilities, in which the organisation is involved as a Lead Partner or Project Partner, thus ensuring that all assigned undertakings and targets are adequately addressed and surpassed.
2. Effectively fulfil ICBAN’s role of Lead Partner in the DS3 project in leading, managing and motivating Project Partners, and in providing developmental support and guidance.
3. Maintain robust standards of governance and compliance to maintain the reputation of the organisation as a model of best practice in cross-border development.
4. Monitor and evaluate the delivery of activities and outcomes of assigned projects against targets, in line with their agreed aims and objectives (financial and non-financial).
5. Monitor expenditure against project budgets and work with Project Partners on resolving any variances, and managing related modifications requests to funders
6. Input into the communication requirements of the project caseload and pipeline, to help ensure that messages are appropriately delivered and objectives achieved
7. Coordinate and prepare regular reports for ICBAN CEO / Management Board, project structures, funders and others as required.
8. Support lobbying activities, representations and consultation responses through the provision of sound research and well-articulated concepts, arguments and presentations.

**Innovation and Development**

1. Create and develop novel solutions and approaches to cross-border challenges.
2. Identify best practice and opportunities, through scouting, networking, media monitoring, market research and benchmarking.
3. Lead, coordinate and deliver on new regional initiatives through the stages of initiation, research and development, and ultimately towards submissions for support.

**Other**

1. Undertake any other duties, within the postholder’s competence necessary to meet the delivery of organisational objectives.

### TERMS OF SERVICE:

**Hours of work:** 35 hours per week, Monday to Friday. There is a requirement for some occasional out of hours working and time off in lieu is granted. ICBAN operates a flexible / hybrid working policy.

**Salary Band:** PO1 Scale **(SP 27 £37,035 – SP 30 £39,513 – review pending)**

*Further information about ICBAN and it’s projects is available here:* [*https://icban.com/eu-programmes/*](https://icban.com/eu-programmes/)

**C.2. Person Specification – Project Manager**

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| --- | --- | --- |
| **Criterion** | **Requirement** | **Essential / Desirable** |
| **Qualifications** | * A third level qualification in a relevant field such as Project Management, Business Administration, Public Administration, or a related discipline.
 | Essential |
| **Experience** | * Proven experience in coordination, management and completion of complex projects of significant value.
* Experience in budget management and financial reporting.
* Experience in working with multiple stakeholders, including government agencies, funding bodies, and community organisations.
 | Essential |
| **Knowledge** | * Understanding of cross-border development issues and regional needs.
* Knowledge of governance and compliance standards in project management.
 | Essential |
| **Skills & Capabilities** | * Project management skills, including planning, execution, and monitoring.
* Detail oriented, with a focus on accountability for accuracy and sufficiency of information.
* Good time management skills: able to manage multiple projects simultaneously.
* Excellent communication skills, both written and verbal, with the ability to prepare reports and presentations tailored to the audience.

**Ability to:*** Interpret and analyse statistical data to inform reporting; support research findings; and prepare business cases.
* Collaborate effectively with a diverse stakeholder group
* Lead, manage and motivate groups of people / project partners in working towards a common aim
* Develop innovative solutions / proposals to address regional challenges
* Identify and overcome project development and delivery challenges
 | Essential |