Centre for Cross Border Cooperation

PEACEPLUS
Northern Ireland - Ireland
Co-funded by the
European Union
UK Government
Rialtas na hÉireann Government of Ireland
Northern Ireland Executive

## Introduction

The Centre for Cross Border Cooperation (CCBC), established in 1999, is an independent think tank with charitable status, based in Armagh, Northern Ireland. The Centre's work is framed by the commitment to cross-border cooperation that is integral to the Belfast/Good Friday Agreement.

Since 2007, the Centre's flagship Border People project provides support to citizens and workers who cross the border regularly. Through the provision of information, the project aims to remove obstacles to cross-border mobility by empowering citizens so they can fully embrace opportunities on either side of the border. In close collaboration with the mainstream advice services, the project also supports advisors as they assist workers with a variety of complex cross-border challenges.

Recently the Centre was awarded €1.3m in PEACEPLUS funding to greatly enhance the project. *Border People FLOW* is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB*).

Beginning in February 2026, the project will support cross-border workers and employers to improve their ability to access opportunities and skills from both jurisdictions. The initiative will:

- Enhance workers' access to cross-border information and support.
- Strengthen the cross-border capacity of advice services and support organisations.
- Drive policy and systems change to meet the needs of a rapidly evolving employment landscape.

The Border People FLOW team includes **Social Policy Officers** based in North Connacht & Ulster Citizens Information Service and in Community Advice Newry, Mourne and Down.

Border People FLOW requires four new team members, funded on a fixed-term basis, from Quarter 1 2026 to Quarter 1 2029. The four new posts will be based in CCBC, Armagh:

1. **Engagement Officer** – to coordinate a network of cross-border advice workers, enhance their capacity, and foster collaboration between the jurisdictions. See specification on page 3.
2. **Digital Officer** – to enhance the provision of information on the Border People website, Facebook group, and an advice sector online platform.
3. **Finance and Administration Officer** – to manage the financial aspects of the project, to assist with the hosting of events and meetings, and assist with CCBC financial tasks.
4. **Research Officer** – to gather evidence on cross-border challenges encountered by workers and employers, and to coordinate two research reports that analyse the situation on the island of Ireland, and in other EU border regions.

## Benefits packages:

- Full-time, three-year fixed-term contracts (Quarter 1 2026 – Quarter 1 2029).
- A competitive salary.
- Participation in an excellent Retirement Benefits Plan.
- Hybrid working arrangements: two days in the Armagh office (Tuesday and Wednesday) per week.
- Excellent holiday entitlement, with 12 public holidays (on Christmas Day, Boxing Day, New Year's Day, St Patrick's Day, Good Friday, Easter Monday, May Bank Holiday, 12 and 13 July, plus an additional three Republic of Ireland public holidays); 5 days at Christmas; 5 days at Easter; plus 23 other days.

## Applications:

- The closing date for applications is **Thursday 19th March 2026 at 9am**. However, the campaign may close earlier if we receive a sufficient number of high-quality applications.
- CVs must be no longer than 3 pages, information contained on additional pages will not be considered.
- Ensure your CV clearly sets out how you meet the criteria and clearly explains how your experience and expertise are relevant to the Engagement Officer responsibilities listed below.
- Immediate starts and secondments may be considered.
- Shortlisted candidates will be invited for first round (online) interviews which are provisionally scheduled to take place on 24th and 25th March 2026.
- We reserve the right to enhance the criteria to facilitate the shortlisting process.
- Unfortunately, CCBC is not in a position to sponsor UK visas. Therefore, candidates must confirm they have the right to work in the UK until February 2029. Please use the following link to check your status - https://www.gov.uk/check-uk-visa
- Please send your CV and cover letter, clearly indicating which post you are applying for and confirming your right to work in the UK, by email to borderpeople@crossborder.ie

***About SEUPB**

The Special EU Programmes Body (SEUPB) is a North South Body with the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland.

The PEACEPLUS Programme has been designed to promote peace and prosperity across Northern Ireland and the border counties of Ireland, and has a total value of €1.14 billion, to be delivered over the next four years.

PEACEPLUS is co-funded by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland Executive

# Border People FLOW - Engagement Officer

**Salary:** £28,000 p.a., with annual increments

## The Role:

The Engagement Officer post will enable the project to enhance the cross-border capacity of advice sector workers. By fostering a network of advisors, encouraging knowledge sharing and collaboration, and responding to their training needs the Engagement Officer will help embed cross-border information into the mainstream advice organisations in both jurisdictions.

## Responsibilities:

Working closely with the project team, especially the Social Policy Officers, the Engagement Officer will:

- Convene monthly online meetings of the project's advice sector network, share cross-border information with members, and encourage knowledge sharing.
- Expand membership of the network by reaching out to relevant organisations.
- Conduct regular training needs analysis of the network and, liaising with expert cross-border colleagues, develop a training programme to meet the identified need.
- Foster cross-border collaboration between network members using an online discussion platform and populate it with cross-border information helpful to the network. (SLACK platform training will be provided.)
- Oversee the moderation of the Border People Discussion Forum for citizens and circulate information suitable for workers and people with cross-border lives.
- Prepare cross-border information suitable for the Border People website and Facebook Group.
- Record the cross-border issues encountered and note emerging trends that may require departmental or government action.
- Monitor relevant project activities, prepare monthly updates for the Project Steering Committee, and assist in the preparation of regular reports for the funder (SEUPB).

## Essential Criteria:

**Right to work in the UK** from March 2026 until February 2029.

**Education:**

- Honours Degree or equivalent professional qualification in a relevant discipline AND 2 years' demonstrable relevant experience.

  OR

- 5 years' demonstrable relevant experience.

**Competencies:**

- Detailed knowledge of the advice sector in Ireland and/or Northern Ireland.
- Experience of organising online meetings using MS Teams and Zoom.
- Experience of leading meetings and encouraging attendee dialogue.

- Experience of using MS Office (Outlook, Word, Excel, PowerPoint and Teams).
- Experience of preparing progress reports for management teams.

**Disposition and motivation:**

- Excellent interpersonal skills.
- Readiness to work cooperatively and supportively, and to strict deadlines, as part of a small, dynamic team.
- Willingness to work flexibly to meet the requirements of the post.

**Special factors:**

- Willingness and ability to travel to meetings and events in Ireland and Northern Ireland
- Access to a car or other suitable form of transport (if it is necessary to meet the essential requirements of the post).

## Desirable Criteria:

- Experience of working in the advice sector.
- Experience of coordinating networks or groups.
- Experience of conducting training needs analysis and developing training plans.
- Experience of using or managing Facebook Groups.
- An understanding of cross-border issues encountered by workers and / or employers.
- Experience of working with externally funded projects.
- Experience of working on cross-border projects.
- Strong commitment to and understanding of the value of cross-border and all-island co-operation, and a strong belief in the value of such cooperation as a key part of the movement towards peace and reconciliation in Ireland and Northern Ireland.

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NOTE: The Centre for Cross Border Cooperation (CCBC) has been awarded €1.3m funding for the Border People FLOW - Fostering Labour Openness and Workforce mobility project.

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