

BRIEF

Researcher and Writer



Status:	Task specific contract as a Researcher and Writer
Location:	Various
Closing date:	12 noon Monday 4 th July 2011
Duration:	Appointed June to December 2011
Fee:	£250 per day for 28 days (£7,000)

Project background

The Healing Through Remembering Project (HTR) requires a researcher to document the process, approach, lessons and recommendations made by the HTR project over the last ten years into a comprehensive report. The report will also include reflections on the process of the project thus far, and also compile current thinking and conclusions of the HTR membership with regard to a set of recommendations and outline a process for moving the dealing with the past debate forward. The Researcher will report to the Board of the project. Line management will be through the HTR Director.

Specification

The successful applicant will have demonstrable skills in research and report writing. He/she must have knowledge of the conflict in and about Northern Ireland; experience of working with a range of groups and individuals; demonstrable skills in research, analysis and writing up research; experience of research and reports on difficult and complicated issues relating to the conflict in and about Northern Ireland; ability to work in a process-driven way; communication skills; ability to work as a part of a team; an understanding of the work of HTR and to be flexible in their available working hours.

Project activity

The successful consultant will research and write a report considering the methodology, approach and current conclusions of Healing Through Remembering on the issue of dealing with the past. This will include the following tasks:

- Review the history of the organisation;
- Analyse the HTR approach, process and methodology;
- Identify benefits, challenges, lessons and recommendations of HTR's processes and work;
- Outline the current position of the organisation on the variety of issues relating to the past that it considers important;
- Produce a set of recommendations and outline a process for moving the dealing with the past debate forward that is acceptable to the membership of the organisation;
- Attend relevant meetings and discussion groups with HTR membership;
- Interview or survey HTR members/sample if deemed necessary;
- Produce a report which outlines the above;
- Report to the Board at regular intervals in the research;
- Liaise effectively with necessary internal and external personnel

- Work within a set report budget and timeframe; and
- Maintain effective admin record of work undertaken and feedback of all relevant information to HTR

Application Process for Consultant

[The application process will only be available to those registered as consultants with the HTR project. See below for registration details.*]

Send the following to HTR Office (mark e-mail subject heading or envelope 'Researcher and Writer):

A brief document detailing:

- a. a very brief outline of your approach to this piece of work (no more than two pages)
- b. how you meet the specification, and
- c. your availability

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This will be read in conjunction with your originally submitted Consultant Database Form and CV. Applicants may be interviewed depending on the quality/quantity of applications.

All correspondence for this application to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to consultantsdb@healingthroughremembering.org

21/06/11

***Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to consultantsdb@healingthroughremembering.org (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.



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A project supported by PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.