# Hosting Proforma

Executive Programme on Paramilitarism, Criminality and Organised Crime (cross-Executive but hosted in Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Davina Catherwood

 Name

 Organisation/

Programme Team – Executive Programme on Paramilitarism, Criminality and Organised Crime

 Department

Block B, Castle Buildings
Stormont Estate
Belfast
BT4 3SG

 Address

 Telephone Fax number

07890055040

 Number

Davina.catherwood@endingtheharm.info

 E-mail

Type of Opportunity

Interchange: This is an opportunity at **Staff Officer** level - The post holder will return to their previous Department/Employer once these opportunities have ended. Posts are expected to last until **31 March 2025, and may be extended thereafter**, subject to agreement and confirmation of the continuation of Programme funding.

**2. Details of hosting opportunity**

 Description of opportunity

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| The Executive Programme on Paramilitarism and Organised Crime (EPPOC) is a diverse, multi-disciplinary and transformational change Programme working to deliver the Executive priority of addressing the challenging and intractable issues associated with paramilitary control in Northern Ireland. The Programme is cross-Executive in nature and currently supports over 100 projects of varying scale with delivery taking place collaboratively through 7 NICS Departments, 15 statutory agencies, 89 public sector and community/voluntary sector bodies. The Programme Team is hosted by the Department of Justice, but its work is cross-cutting, and involves close collaboration with all of the delivery partners involved in realising the Programme’s objectives. In practice, the Programme Team leads on the delivery of a wide range of evidence-based and outcome-focused interventions to end the harm from paramilitary activity in communities. Initiatives range from early interventions that stop vulnerable young people and their families being exploited, through to projects that educate and challenge the ‘normalisation’ of violence over the longer term. The Programme develops and supports initiatives that are bespoke to places and problems; and it strives to reduce duplication and silos and to highlight best practice being developed in Northern Ireland. The Programme aligns fully with local, regional and international best practice in countering violent extremism and with violence reduction strategies more generally. At its core, it displays many of the characteristics of a public health approach to violence reduction, delivering evidence-based primary, secondary and tertiary interventions, mindful of the high levels of individual and community trauma, as well as the complex social, economic and political context. It is also valued as a ‘pathfinder’ / exemplar for public service delivery across existing Departmental silos, demonstrating innovative ways of working on a ‘what works’ basis with a high degree of focus on data and evaluation to inform strategic policy making.To assist with measuring impact, ‘Managing Successful Programmes’ has been adopted as the Programme management methodology; this incorporates a Benefits Realisation approach. This methodology is the recognised standard for delivering programmes that involve, not just project delivery, but also attitudinal and behavioural change (at community and societal level), especially where that change is likely to be influenced heavily by external factors beyond the control of the Programme itself. |

 Main objectives of the opportunity

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| We are seeking an experienced staff officer who has an experience working with collating and managing project/programme finances who can work at pace across all Programme Team activity at a critical time in the Programme’s cycle. They will get the opportunity to work with innovative, complex and challenging projects in support of tackling paramilitarism and organised crime. They will be comfortable working within a team while also using their own initiative. They would be required to be attentive to detail and consensus in their approach to ensure accuracy in record keeping and compliance with policy.They will be able to produce first-rate financial updates and produce purchase orders and invoices as required. They will be committed to working in a collaborative manner and will add real value to the Programme Team, through their ability to bring specific insights from a relevant business area or sector. Main tasks include: **Broad areas of responsibility** * Support Governance & Benefits Manager in Programme Governance, Benefits Management & Programme Finance.
* Preparing and drafting papers for meetings.
* Record and maintain financial spend and funding for the Programme.
* Provide governance support at Benefits Realisation Groups and One Team meetings.
* Developing and maintaining relationships and enhancing Programmatic delivery.

**Main duties*** Supporting the effective management of Benefits Realisation through governance arrangements (including liaison with Project Leads on Benefits).
* Recording and maintaining accurate records on Programme finances.
* Supporting preparation of benefits, governance and finance papers for meetings; commissioning papers from colleagues; organising programme and ad hoc meetings; ensuring timely clearance and issue of papers; and appropriate follow up.
* Secretariat support for Benefits Realisation Groups, including contributing to business programming; providing relevant benefits data and information to support the preparation of governance and finance papers; organising meetings; maintaining actions logs, risk registers and decision logs and ensuring follow up on actions.
* Providing support for Benefits Realisation Groups and One Team, including supporting the production of Intermediary Benefit Tracking Reports through timely commissioning of data and supporting analysis of those returns.
* Provide supporting documentation for briefings and information requests/responses on benefits, governance/finance issues, including Ministerial briefings, Assembly business, and Justice Committee briefings.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants for this post should be able to demonstrate the following:* **Effective leadership and management of people**: the ability to engage and motivate others.
* **Effective stakeholder management**: the ability to establish and develop productive relationships with internal and external stakeholders; and to influence change and handle/respond to differing views/opinions with professionalism and diplomacy.
* **Effective communication**: an ability to draft clear and succinct policy papers, reports, submissions and briefings, based on evidence/ research; and to provide informed options/ proposals, as required.
* **Effective financial management**: the ability to apply robust financial processes and to produce and analyse accurate financial reports.
* **Effective risk management**: the application of risk management methodologies and principles to a complex programme and the ability to work with others to manage complex and ambiguous risks and issues.
* **Resilience**: the ability to adapt to changing circumstances and adverse situations whilst remaining calm, reassuring others and maintaining performance.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Davina Catherwood, Governance & Benefits Manager |

 Who will be the individual’s line manager and/or reporting officer?

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| As above. |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| The Programme seeks to benefit from a diverse range of skills and experience that the post holder will bring to the role. This opportunity will allow us to continue to build a team with a broad range of skills, expertise and backgrounds that reflect the cross-sectoral approach of the Programme. We are particularly interested in those with experience in a field relevant to our work. In return we can offer unique experience working on a large, complex change management programme with a high profile, working to support those most in need. Our approach is innovative and evidence-based and provides unique insights into cross-sectoral approaches, Benefits Realisation / Managing Successful Programmes methodology and implementation, and outcomes focused work that will provide beneficial to the successful candidate and their parent organisation.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, and funding arrangements for the opportunity.

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| **Start Date**: March 2024 or as soon as a suitable candidate is identified, and a release date agreed.**Duration**: Posts are expected to last until 31 March 2025, and may be extended thereafter, subject to agreement and confirmation of the continuation of Programme funding and the successful candidate will return to their previous Department/Employer once this opportunity has ended. **Location**: Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG. The post can be carried out on a hybrid working basis. The postholder will be required to be in the office at least 3 days a week. **Funding**: The EPPOC will meet salary and any associated expenses and the salary range for a Staff Officer.**Selection Process:** Applicants are invited to demonstrate how they meet the knowledge, skills and experience required for these posts in no more than 400 words. Applicants should specifically address what interests them about this post. Selection will be made by Julie Humphries (Programme Manager) and Davina Catherwood (Governance & Benefits Manager).**Further information**: If you would like further information about this post, please contact Davina Catherwood on 07890055040 davina.catherwood@endingtheharm.info.**Closing Date:** SignedApplications must be submitted by **5.00pm on Friday 22nd March 2024 to:** **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net****For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Davina Catherwood** |

**Signed:**

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| **28/02/2024** |

**Date:**