# HOSTING PROFORMA



Name of Host

Organisation

**1. Interchange Manager’s details**

Ralph Roche

Name

Organisation/

Parades Commission for Northern Ireland

Department

Andras House

60 Great Victoria Street

Belfast

Northern Ireland  
BT2 7BB

Address

Telephone Fax number

028 9089 5900

Number

ralph@paradescommissionni.org

E-mail

Type of Opportunity

**Secondment** – 2 years, with the possibility of an extension of up to one further year, subject to the agreement of all parties

**2. Details of hosting opportunity**

Description of opportunity

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| **Deputy Secretary** (G7 equivalent)  **Background**  The Parades Commission was established under the Public Processions (NI) Act 1998 the Duties and Functions of the Commission are:   1. to promote greater understanding by the general public of issues concerning public processions. 2. to promote and facilitate mediation as a means of resolving disputes concerning public processions. 3. to keep itself generally informed as to the conduct of public processions and protest meetings. 4. to keep under review, and make such recommendations as it thinks fit to the Secretary of State concerning the operation of the Act.   The Parades Commission is supported and advised by a small secretariat. |

Main objectives of the opportunity

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| Deputy Secretary Role and ResponsibilitiesAccounts  * approval authority for all payments with the exception of invoices for own salary * administrator of **Account NI** at the Parades Commission * maintenance of monthly **management accounts** - author of accruals, prepayments and adjustment journals; * maintenance of parades commission **asset register** * staff salaries – monitoring of **payroll** by monthly reconciliation * write **business cases** for new expenditure as required * **Annual accounts** (though we have an external accountant the DS will provide a lot of information and data and will be responsible for all activity on Account NI. The DS is also required to liaise with NIO re accounting changes etc) * Manage the **annual audit** by NAO * Write the Annual report of the Parades Commission * Manage the Annual Report and Accounts Process through to the publishing and laying of the ARA at Parliament (liaising with NIO and the printers)  Budgeting  * Managing all expenditure by the organisation, with responsibility for day to day budgeting * monthly budget variance reporting to NIO * completion of **budget monitoring** round returns (may include business cases)  Corporate Governance  * maintenance of the PC risk register through **risk management** processes; * service support to the **Audit and Risk Committee** meetings – compiling papers etc; * Effective management of the **Internal Audit** contract and relationship with the internal auditors – helping to develop the strategy and audit plan for approval by the ARC; responding to IA reports and implementing recommendations as required; * Management of all contracts and responsibility for compliance with all tendering and procurement requirements – business cases; inhouse **procurement** process; CPD tendering; issuing extension letters etc; ensuring appropriate approvals for all actions. * Information and correspondence  HR  * Management of all secondment **recruitment exercises** at Caseworker and below * **Direct line manager** to EOII office manager; Counter signing officer for AOs  Support to Commission and Secretary  * Oversee the preparation of all materials for regular Commission meetings * Deputising for Secretary when necessary and performing duties of other staff members during leave etc. * Identify any issues requiring attention of Commission and brief Commissioners as necessary * Review Determinations and decisions for accuracy * Attendance at Commission meetings * Broad knowledge of relevant issues in respect of sensitive parades * Maintain relationships with parading stakeholders as required by the Commission  Other  * Maintain overview of Office processes * Managing the procurement and implementation of a notification management system for the Parades Commission   *Note:*  *The successful officer may be required to work normal office hours of 9am to 5pm, particularly during the main parading period of June – August, although the Commission may be able to offer some flexibility around these hours. There will also be restrictions on annual leave during these months.* |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **The Successful Candidate should have:**  This opportunity is open to those who can demonstrate the experience requirements below.  Applicants should be able to demonstrate recent relevant work experience in:   * Budget setting and monitoring * Business Planning and Risk Management * Preparation of statistical and financial reports   Strong analytical and problem-solving skills are essential along with a working knowledge of computerised database packages and Excel Spreadsheets, together with excellent communication and interpersonal skills.  It is also desirable for the candidate to have:   * Experience in preparation of statutory accounts; * Experience in overseeing the implementation of significant projects including IT-related projects * Experience of corporate governance; * Experience of staff management;   The successful candidate will require CTC security clearance. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Secretary |

**5. Transfer of learning**

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

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| **Benefits to the Individual**  This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to society by contributing to tackling issues associated with parading.  **Benefits to the Parades Commission**  The Parades Commission will benefit from the addition of an enthusiastic and proactive member of staff to the team.  **Benefits to their Organisation**  The returning candidate will have contributed to a long-running sensitive issue, deep rooted in Northern Irish history. They will have gained experience in working in a dynamic office environment, with a wide range of stakeholders and learnt new skills. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e. desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: 1 October 2025  **Duration**: Two-year full-time secondment opportunity up to October 2027 (may be extended for up to one further year, subject to the agreement of all parties).  **Location**: Andras House, 60 Great Victoria Street, Belfast, BT2 7BB  **Resources**: standard office equipment  **Funding**: £61,673 - £64,469 per annum, (NICS G7/Principal Officer Pay scale). The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis. The successful applicant will start at point 1 of the G7 scale or their current salary within the funding band, whichever is higher.  **Further information**: A paper sift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with the Secretary and a Commissioner, to discuss the skills and experience the applicant(s) would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.  **Closing Date:** Applications must be submitted by Noon on Thursday 31July 2025 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| Parades Commission |

**Signed:**

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| 07 July 2025 |

**Date:**