NICS HR

Interchange Unit

# Hosting Opportunity Proforma

NORTHERN IRELAND OFFICE

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

Northern Ireland Office

 Department

Stormont House

Stormont Estate

Belfast

BT4 3SH

 Address

N/A

028 9052 3515

 Telephone Fax number

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

**Full time (42hrs) Media & Campaigns Officer (Communications Team)**

Secondment – 2 years with the possibility of an extension for a further year, subject to agreement by all parties.

**2. Details of hosting opportunity**

 Description of opportunity

**MEDIA & CAMPAIGNS OFFICER, COMMUNICATIONS TEAM**

The Northern Ireland Office is responsibility for overseeing the Northern Ireland devolution settlement, representing Northern Ireland’s interests at a UK Government level and representing UK Government interests in Northern Ireland. The Department is also responsible for national security policy in Northern Ireland, as well as human rights, elections and legacy issues. We are a small and friendly department of approximately 140 staff. Due to our size we are able to offer staff more exposure to ministers and senior staff and the opportunity to work on a far wider portfolio of responsibilities than might be the case in larger departments.

We are looking to recruit a highly motivated person to work as a media and campaign’s officer within our small Communications team (currently 6 staff). The post holder will work under the supervision of the Head of News. They will provide an important role across all areas of the Comms team role, including managing the news desk, monitoring all news channels (including digital), dealing with journalists queries, managing the Veulio database, working closely with policy officials to provide timely cleared lines as well as working on external cross government campaigns.

They will also provide important comms support to all Ministerial external engagement, as well as providing a wide variety of comms functions to the many VVIP visits to Northern Ireland. This is a challenging and diverse role which offers substantial scope for learning and self-development. The post requires flexibility, proactivity, and a willingness and interest to learn new areas of work. It goes without saying that excellent communication skills, and a keen news sense are essential requirements.

Main objectives of the opportunity

**Duties of the post will include but are not limited to the following areas of work:**

* Managing the news desk, including collating all media queries and working alongside policy colleagues to produce timely and appropriate lines on behalf of the NIO;
* Providing an essential monitoring role of all news channels, including the many digital platforms, and keeping officials informed of breaking news stories;
* Social media monitoring including reporting on issues of relevance to policy areas.
* Managing the Veulio database which holds all media queries, cleared lines and Core Briefs. Also working alongside policy colleagues to ensure that all core briefs are updated on a regular basis for ease of reference for comms colleagues;
* Developing media plans for Ministerial external engagement events, and working with external stakeholders to ensure that messages are amplified across a wide range of outlets;
* Creating and delivering wider cross-Government media campaigns on key UK Government priorities;
* Developing working relationships with key media stakeholders;
* Providing support to the Senior Comms Officer and Visits team leading up to and throughout the delivery of VVIP visits and helping deliver positive and engaging content to maximise publicity for the visit;
* Maintaining and updating information on the NIO Gov.uk webpage and the internal staff Intranet.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

* Experience of working within a busy Press Office/communications team;
* Excellent written and oral communications skills, ability to communicate effectively at all grades
* An excellent news sense to anticipate and spot breaking news stories, as well as identifying opportunities to influence reporting;
* Demonstrates strong planning and organisational skills
* Demonstrates the ability to work in a busy office environment, meet tight deadlines and get the job done;
* Experience of delivering written or oral briefings to senior officials or stakeholders;

**4. Personnel: Please state below**

 Who will the individual report to?

Rosemary Neill

Head of News, Northern Ireland Office

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

Rosemary Neill

Head of News, Northern Ireland Office

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

**Benefit to the NIO**

We will gain the benefit of the knowledge and expertise of the incoming person and the skills they have gained working in either the public or private sector.

**Benefit to the Individual**

The individual will gain experience of working at the heart of the UK Government, with a Ministerial team on a wide range of key Government priorities and high profile media campaigns.

**Benefit to the Individual’s organisation**

The individual’s organisation will have an individual who has had the opportunity to work at the heart of government and across a range of high profile UK Government media campaigns, which will no doubt expand and enhance the individual’s skillset.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a successful candidate has been identified and a release date has been agreed. Likely January 2018.

**Duration:** 2 years, with the possibility of an extension for a further year, subject to the agreement of all parties.

**Funding:** Salary and associated expenses will be met by the Northern Ireland Office.

**Salary:** £25,902 - £33,268. The post is aimed at Staff Officer level within the NICS. Should an NICS member of staff be successful they will transfer at their current salary.

**Location:** The successful candidate will be based in Stormont House, Stormont Estate, Belfast, BT4 3SH. It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Selection Process:** Shortlisting per paper application, followed by informal meeting to ensure both parties’ expectations are achievable.

**Contact:** If you require any further information about the post, please contact Rosemary Neill on 028 9052 7989 or rosemary.neill@nio.gov.uk.

**Closing Date:** 5.00pm on Friday 05 January 2018.

**7. Endorsement**

 **Interchange Manager**

Elizabeth Martin

Signed

11/12/2017

 Date