NICSHR

Interchange Unit

# Hosting Opportunity Proforma

Business in the Community (BITC)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Alex Hastings

 Name

 Organisation/

NICVA

 Department

61 Duncairn Gardens

Belfast

BT15 2GB

 Address

 Telephone Fax number

N/A

028 9087 7777

 Number

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 E-mail

Type of Opportunity

**Programme Manager – Workplace Campaign**

Secondment – 12 months

**2. Details of hosting opportunity**

 Description of opportunity

Business in the Community’s Workplace campaign challenges and supports employers to create inclusive workplaces that encourage people to enjoy long, healthy and active lives.

The **Programme Manager role** is an exciting and challenging one with responsibility for engaging and supporting new and existing members to address employee engagement through wellbeing and inclusion. This is encouraged in a strategic manner and under the organisation’s wider remit of responsible business. The Programme Manager will have responsibility for leading on specific initiatives around Age at Work, Mental and Physical Health, but will support the delivery of all work streams under the campaign.

 Main objectives of the opportunity

To challenge and support employers in NI to address the key workplace issues of **Employee Wellbeing** and **Inclusion**.

This includes:

* Identifying areas of need,
* Creating and managing workplace-based programmes and
* Providing consultancy, resources and advice for members.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

1. Three years’ recent relevant experience linked to HR or workplace health issues.
2. High standard of communication and presentation skills and ability to operate credibly at all levels in the private, government and community sectors and to adapt your approach to suit.
3. Excellent relationship management skills – networking, negotiating and understanding the priorities of client companies are key features of the role.
4. A good working knowledge and strong empathy with corporate responsibility issues, especially relating to workplace and employee issues and an alignment with the values of BITC.
5. Excellent organisational, analytical and project management skills and aptitude for IT.
6. Previous successful experience of managing a programme budget.
7. Originality, creativity and an aptitude for lateral thinking are required to tailor advice and action to meet company needs.
8. Full driving licence and car available for business use OR access to a form of transportation which will enable you to meet the requirements of the post in full.

**4. Personnel: Please state below**

 Who will the individual report to?

Head of Workplace Programmes

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

Head of Workplace Programmes

**5. Transfer of learning**

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

 individual and their organisation.

**Business in the Community** will benefit from having a key position covered during a year long period of maternity leave. This will ensure that valuable projects and initiatives do not lose momentum and that we maintain engagement with NI companies on the Wellbeing and Inclusion agenda.

**The individual** will benefit from exposure to a wide range of employers that are committed to ‘doing the right thing’ and making their workplaces better. S/he will gain an insight into some of the key workplace challenges facing the private sector and how different employers are addressing them. They will have the opportunity to help shape the agenda with employers who are committed to workplace excellence and they will be trusted to work independently on a number of exciting and interesting projects during their period of cover.

**Their organisation** will benefit from broadening the skills and knowledge of their staff member and developing their understanding of employer issues in relation to workplace wellbeing and engagement. We have no doubt the post-holder will return to their organisation inspired and with a new sense of purpose as a result of their secondment.

**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:** Mid Feb 2018, or as soon as a suitable candidate has been identified and a release date has been agreed.

**Duration:** 12 months.

**Location:** Bridge House, Paulett Avenue, Belfast.

**Funding arrangements:** Ideally, the post-holder will be paid by their current employer, given the development opportunity on offer. This can be negotiated if it causes difficulty.

**Selection:** Shortlisting followed by interview.

**Contact:** For further information about the post please contact Gillian McKee in BITC on 028 9046 0606 or by email at gillian.mckee@bitcni.org.uk.

**Closing Date:** 5.00pm on Friday 19 January 2018.

**7. Endorsement**

 **Interchange Manager**

Alex Hastings

Signed

18/12/2017

 Date