NICSHR

Interchange Unit

# Hosting Opportunity Proforma

PARADES COMMISSION

Name of Host

Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

Name

Organisation/

Northern Ireland Office

Department

Andras House

60 Great Victoria Street

Belfast

BT8 7YG

Address

Telephone Fax number

N/A

028 9052 3515

Number

[elizabeth.martin@nio.gov.uk](mailto:elizabeth.martin@nio.gov.uk)

E-mail

Type of Opportunity

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

**2. Details of hosting opportunity**

Description of opportunity

**Admin Officer(s)**

**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

The main duties and responsibilities will include: -

* To provide administrative support to caseworkers.
* To assist with updating and issuing Parades Commission determinations and other correspondence in line with office procedures.
* To prepare files and obtain relevant information for all contentious parades.
* To request and collate parade related reports as required.
* To collate all parade notifications.
* Arrange meetings and monitor diaries.
* To co-ordinate and prepare the electronic meeting packs for weekly Commission meetings.
* To update the Parades Commission website with relevant parade notifications, ensuring that the information posted on the Commission’s website is accurate and up to date.
* Reception duties during weekly Commission meeting.
* Occasional minute taking at the weekly Commission meeting and at any other meetings as directed.
* Process financial transactions on Account NI – invoices, expenses etc, update payment spreadsheet and liaise with NIO Finance as appropriate.
* General office duties and support services for Commission as required – photocopying, filing, preparation of rooms for Commission meetings etc.
* Answer the telephone and respond to queries as required.
* To assist with the EOII duties and provide cover during absences.
* Other ad hoc duties, as required.

*Note:*

*The successful officer(s) may occasionally be required to work outside normal hours, for example during Commission meetings and during the main parading periods of Easter and June – August.*

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate(s) must be able to demonstrate:

* Excellent communication and presentation skills and the ability to work as a key member of a small secretariat team.
* It would also be an advantage to have some local political knowledge.

**Notes:**

* The successful candidate(s) for this opportunity will be expected to be in a post of administrative officer or equivalent.

**4. Personnel: Please state below**

Who will the individual report to?

EOII Office Manager

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

EOII Office Manager

**5. Transfer of learning**

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

individual and their organisation.

**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, resources (i.e.;

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

**Start date:** As soon as the possible following successful completion of satisfactory pre employment checks.

**Duration:**  Two year full-time secondment opportunity up to 31 March 2020 (may be extended up to one further year, subject to the agreement of all parties).

**Location:** Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

**Resources:** Office based with relevant facilities.

**Salary Scale:** £19,811-22,514, under review (NICS Administrative Officer Pay scale). The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis.

**Selection:** 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 Accounting Officer and a member of her team, to discuss the skills, 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.

**Contact:** If you require any further information about the post, please contact Joan McClelland in the Parades Commission on 028 9089 5900, or by e-mail [joan@paradescommissionni.org](file:///\\pc-srv1\Corporate%20Shared%20Data\STAFF%20RELATED%20FOLDERS\Confidential%20HR\Recruitment\Case%20worker%20recruitment%20autumn%202017\joan@paradescommissionni.org).

**Closing Date:** 5.00pm on Friday 16 March 2018.

**To save time and inconvenience, only those applicants willing to accept the post should apply.**

**Staff who have previously been on secondment to the Parades Commission must have completed more than 24 months away from the Commission before being eligible to apply.  This is in line with Commission Rotation Policy requirements.**

**7. Endorsement**

**Interchange Manager**

Elizabeth Martin

Signed

05/03/2018

Date