NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Executive Office

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Brenda Stevenson

 Name

 Organisation/

Social Investment Fund

 Department

The Executive Office

Room A5.05

Castle Buildings

Stormont Estate

BT4 3SR

 Address

 Telephone Fax number

028 9027 7691

N/A

 Number

 brenda.stevenson@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Development Officer**

Secondment - One year with the possibility of an extension, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

The Social Investment Fund (SIF) Team is responsible for the delivery of £80 million funding to agreed projects in nine Social Investment Zones across Northern Ireland. Delivery of SIF is a key priority for the Department and the executive and it contributes to delivery of most of the draft PFG outcomes. The Executive agreed the operation of SIF in May 2012 following which nine zones were identified and cross-sectoral Steering Groups were established. These Steering Groups were supported to take forward a full area planning process between October 2012 and February 2013 which resulted in the submission of area plans by each of the nine zones with prioritised projects within them.

The vacancy within the SIF team is for a SO level development officer. It presents an exciting and unique opportunity to play a key role in the delivery of strategic projects to address identified need across the SIF zones. This is a high profile area of work with significant interaction with Steering Groups, contract holders including local community/voluntary groups, councils and political parties.

The work will be fast paced and will require someone with a proactive and innovative outlook who can work productively as part of a team but also use their own initiative and take responsibility for the day to day management of their allocated projects. The work is often pressurised and requires the development and management of relationships with and between different sectors and often requires dealing with contentious issues. Furthermore given the high profile nature of the work and the scale of the programme, there is significant interest from stakeholders, including politicians which results in ongoing scrutiny, reviewing and revising approaches and reacting to changes internally and externally. This work therefore requires the development of strong relationships with stakeholders and the ability to react to changing environments to achieve the desired outcomes in tight timeframes. It is an excellent opportunity to develop new skills in a high profile area, working with a wide range of stakeholders.

 Main objectives of the opportunity

To add an experienced and enthusiastic new member of staff to the Social Investment Fund Team to expedite delivery of projects on the ground and ensure achievement of objectives.

The individual selected will be expected to undertake a range of grade appropriate duties at Staff Officer level specifically including:

* Support and manage delivery of the agreed area plan in each Social Investment Zone with emphasis on capital projects;
* Assist in securing approvals/reapprovals for projects not yet progressed towards delivery;
* Manage the letter of offer process for projects approved for funding, including the relationship with the contract holder to ensure achievement of objectives;
* Provide advice, guidance and support to stakeholders in the delivery of agreed projects to ensure SIF is delivered in line with the agreed policy;
* Monitor and report on progress of projects throughout the agreed delivery period, highlighting performance issues and identifying remedial action where required;
* Manage individual project budgets ensuring spend remains on target and within profile;
* Represent the Department on Project Boards to ensure successful delivery of projects with other funders;
* Provide accurate, timely and quality information and briefing in respect of the zones and projects for which they have responsibility;
* Develop positive and collaborative relationships with stakeholders.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The post holder must be able to demonstrate that they have:

**Essential:**

* The ability to work successfully as part of a team;
* A flexible and innovative approach to deliver solutions;
* Proven experience of programme/project management preferably on capital schemes;
* Experience of the management and delivery of a range of objectives within deadlines and budget constraints; and
* Experience of direct engagement with local communities and a range of stakeholders to achieve objectives.

**Desirable:**

* Experience of direct funding to third party organisations including community/voluntary organisations, Councils etc;
* Experience of managing projects through a letter of offer and monitoring progress against targets;
* Experience of preparing and securing approval to economic appraisals;
* Experience of tender processes.

**4. Personnel: Please state below**

 Who will the individual report to?

SIF Team Delivery manager (DP)

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

SIF Team Delivery manager (DP)

**5. Transfer of learning**

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

 individual and their organisation.

**Benefits to TEO**

This opportunity will benefit TEO by:

* Adding an enthusiastic and proactive member of staff to the team;
* Alleviating pressure on the existing team;
* Facilitating additional community engagement;
* Supporting transfer of skills and knowledge to existing staff.

**Benefits to the successful applicants**

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 poverty, unemployment and physical deterioration in targeted areas of need. The post will provide significant chances to engage directly with communities, delivery agents, political representatives and other statutory organisations to deliver the SIF Programme. The post holder will also be afforded job satisfaction in seeing projects completed and the benefits they bring to the most disadvantaged in local communities.

**Benefits to the Home Organisation**

The returning candidates will have contributed to the delivery of a major Programme for Government commitment. They will have gained experience in working with a range of diverse and challenging stakeholders and gain valuable project management experience in a high profile post.

**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.

**Closing date:** 5.00pm on Friday 06 July

**Start Date:** As soon as a suitable candidate has been identified

**Duration:** 1 year with the possibility of an extension; subject to the agreement of all parties.

**Location:** Castle Buildings, Stormont Estate, Belfast.

**Travel:** Will be required throughout Northern Ireland. It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Resources:** Full office environment – desk, PC, access to printing, photocopying and scanning facilities.

**Funding:** The salary will be in the range £30,149 - £31,760 pro rata. TEO will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

**Additional**

**Information:** This opportunity is being offered on a full time 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 Brenda Stevenson or a member of her team, to discuss the skills, knowledge and experience of the applicant(s) would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed above.

**Contact:** Alastair Walker on telephone number 02890-523222 or by email Alastair.walker@executiveoffice-ni.gov.uk for more information on this opportunity.

**7. Endorsement**

 **Interchange Manager**

Brenda Stevenson

Signed

25th June 2018

 Date