NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Sustainable Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Joanne Duguid

 Name

 Organisation/

NICVA

 Department

61 Duncairn Gardens
Belfast
BT15 2GB

 Address

 Telephone Fax number

N/A

028 9087 7777

 Number

joanne.duguid@nicva.org

 E-mail

Type of Opportunity

**Manager**

Secondment – maternity cover up to 12 months.

Consideration will be given to a range of options for filling the post including part time, job share etc.

**2. Details of hosting opportunity**

 Description of opportunity

**What Sustainable NI does**

Sustainable NI is a non-profit organisation which works with local government and others to advance sustainable development at a national level by:

* Building partnerships: Promoting innovative solutions for sustainable development by convening and coordinating stakeholders from all sectors
* Building capacity: Providing public authorities with support, guidance and knowledge to integrate sustainable development into their policies, practice and operations
* Influencing policy: Encouraging government to create a strong legislative, policy and implementation framework for sustainable development in Northern Ireland
* Communicating evidence: Developing and communicating an evidence base of sustainable development policy and practice and using this to support the implementation of the UN Sustainable Development Goals in Northern Ireland

It does this through a range of measures that include the administration of the Local Government Sustainable Development Forum, providing consultancy support, undertaking research, providing information, advice and guidance, promoting the work of partner organisations, securing resources for regional programmes, delivering training and undertaking advocacy on behalf of the sector.

**Governance**

Established in 1998, Sustainable Northern Ireland is constituted as a company limited by guarantee and has charitable status. It is independent of government and is governed by a Board of Directors comprising academics, representatives from local councils, the private sector and the voluntary and community sector.

**How Sustainable NI works**

Sustainable NI’s work is focused on supporting councils and public bodies to comply with their statutory duties on sustainable development. This includes provision of strategic and technical advice on sustainability issues in areas ranging from energy, waste, resource efficiency, planning, procurement, sustainable food systems and climate change.

Sustainable NI also manages the Local Government Sustainable Development Forum, a network of officers that meets throughout the year, helping to stimulate a healthy level of good practice and collaboration on sustainable development among councils in Northern Ireland. Sustainable NI also runs training and events, provides guidance materials and shares sustainability related news and best practice via its website and e-bulletin.

The organisation receives its funding principally from local government subscriptions, raising other income through fees connected with the training it provides, and grant assistance where available.

Details of Sustainable NI’s activity is available through the web site [www.sustainableni.org](http://www.sustainableni.org). The site will also give you information about the history of the organisation, as well as its Annual Report and Financial Statements, and about sustainable development work in Northern Ireland generally.

**The role of the Manager**

The duties of the Sustainable NI Manager are set out in detail below. S/he has a two-fold accountability role; to the Board of Directors for the delivery of the Business Plan and the overall operational management of the organisation, and to the Chair of the Local Government Sustainable Development Forum. In the latter capacity s/he is personally responsible for supporting forum members, and for ensuring a high standard of service delivery and value for money in return for member subscriptions.

The Board has corporate responsibility for ensuring that Sustainable NI fulfils the aims and objectives agreed in its Corporate Strategy and Business Plan, and for promoting the efficient, economic and effective use of staff and other resources by Sustainable NI. The Manager is employed by Sustainable NI to advise the Board, lead the planning, delivery and monitoring of its work, manage the available resources and the risks associated with the business, enhance the standing and reputation of the organisation, and to lead the development of the organisation including fundraising activities. S/he also acts as Company Secretary.

Main objectives of the opportunity

**Main Duties**

The main duties of the job are:

**Governance**

* Support the Board in the realisation of its vision and strategy through the delivery of the Business Plan, whist maximising value for money through ensuring that services are delivered in the most efficient and effective way;
* Provide support to the Board in reviewing and updating the annual business plan in order to maximise delivery on public funding through objective setting and key performance target monitoring;
* Provide support and advice to the Chair and the Board of Directors to ensure effective and efficient discharge of their responsibilities including continuous improvement activities;
* Ensure regularity, propriety and compliance with relevant internal and external policy frameworks.

**Leadership**

* Assist and support the Sustainable NI Board in the delivery of the organisation’s aims and priorities;
* Maintain and develop the organisation’s reputation as a source of high quality independent advice, guidance and information on sustainable development policy and practice in Northern Ireland;
* Represent Sustainable NI and develop and maintain working relationships with a wide range of bodies locally, nationally and internationally, as appropriate.

**Organisational Management**

* Oversee the day to day management of the organisation, securing the efficient, effective and economic use of the financial and human resources of the organisation;

#### Deliver Sustainable NI’s business plan and the commitments made within it;

#### Manage Sustainable NI and its projects and develop options for its future work;

* Report to the Board and its Chair on a timely basis concerning the performance and delivery of the organisation’s work programme.

**Policy Development**

* Inform and advise the Board and the Forum on matters of policy relating to sustainable development and associated matters;
* Liaise with government and a wide range of other organisations on the formulation of policy and strategies to advance sustainable development.

**Sustainability Support**

* Support local government and public authorities in their compliance with the Statutory Duty for Sustainable Development and help them to embed the principles of sustainable development throughout their operations, including Community Planning and performance management requirements;

#### Provide expertise in relation to the objectives of the NI Sustainable Development Strategy and local Sustainable Development Plans, and support the delivery of the associated Implementation Plans;

* Manage and provide the secretariat for the Local Government Sustainable Development Forum;
* Assist local government and other stakeholders use SNI’s Sustainability Audit Matrix (SAM), Sustainability Assessment Toolkit (SAT) and Social Value Toolkit to demonstrate their commitment to adopting a sustainable approach to their business;
* Work in a collaborative role with departments of central government, local government, NGOs and the private sector to support the delivery of national sustainable development objectives through:

#### - Effective engagement with delivery agents, notably local government;

#### - Raising awareness of and promoting sustainable development to key stakeholders through presentations, case studies, seminars, research, maintenance of the website, briefing notes, newsletters, etc, providing a source of information and promoting change where appropriate;

#### - Researching, sourcing and disseminating best practice;

#### - Liaising with central government departments and local councils on the linkages with and requirements for sustainable development within local government.

**Communications**

* Lead and manage SNI’s communications, and promote the role and workings of the Local Government Sustainable Development Forum and the work of its members;
* Maintain, manage and update SNI’s website

**Fundraising**

* Actively seek and apply for additional sources of funding for SNI’s core activities as well as for additional projects.

The post holder will be expected to undertake any other duties as may be assigned by the SNI Board.

**3. Skills requirements**

What qualities, skills and experience are required from the individual

**Qualifications and Experience**

**Essential**

* A third level qualification (e.g. NVQ Level 5 or Degree) or equivalent in a discipline related to sustainable development;
* At least two years’ experience in a field related to sustainable development;
* Experience of working with district councils, public sector bodies or similar large, complex organisations;
* Experience of managing, promoting and running successful events (e.g. conferences, training events and workshops);
* Knowledge of current sustainable development issues
* Knowledge of local government, its internal processes and their relevance to sustainable development issues
* Governance and accountability experience;

**Desirable**

* Experience of obtaining external funding;
* Previous experience of policy formulation and appraisal in respect of sustainable development and environmental issues;
* Experience and application of sustainable development related tools e.g. sustainability assessments, ecological or carbon foot-printing, EMS, etc.;
* Experience of managing websites or social media platforms;
* Knowledge of Community Planning

**Personal Qualities and Skills**

**Essential**

* Ability to influence and raise the profile of and commitment to sustainable development at all organisational levels;
* Excellent organisational skills with the ability to work on own initiative and have a pro-active approach to achieving goals;
* Strong written, verbal and interpersonal communication skills;
* Proven ability to prioritise workload;
* Proven interpersonal, networking and partnership working skills;
* Knowledge of Microsoft packages including Word, Excel, PowerPoint.

**Desirable**

* A postgraduate qualification in a discipline related to sustainable development.

**Other Requirements**

A full driving licence which enables the post holder to drive in Northern Ireland and a car available for official business; **or**

Access to a form of transport which will enable the applicant to meet the requirements of the post in full

**4. Personnel: Please state below**

 Who will the individual report to?

The Board of Directors of Sustainable Northern Ireland

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

The Chair of the Board of Sustainable Northern Ireland

**5. Transfer of learning**

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

 individual and their organisation.

The post of Sustainable NI Manager is a unique opportunity to play a key role in promoting, supporting and influencing the delivery of sustainable development objectives in Northern Ireland.

**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**: September 2018.

**Duration**: Maternity cover for a period of up to 1 year.

**Location:** The post will be based at Sustainable NI’s office at 89 Loopland Drive, Belfast, BT6 9DW.

**Salary:** £29,909 - £34,106. If the successful applicant is an NICS member of staff they will transfer at their current salary.

**Funding:** Salary and other associated expenses will be met by Sustainable NI.

**Closing Date:** 12 noon on Friday 13 July 2018.

**Contact:** For further information please contact Nichola Hughes on 028 9590 9351 or nichola@sustainableni.org.

**7. Endorsement**

 **Interchange Manager**

Joanne Duguid

Signed

02/07/2018

 Date