NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Sport Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Chris Halliday

 Name

 Organisation/

Sport Northern Ireland

 Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

 Address

 Telephone Fax number

028 9038 3839

N/A

 Number

chrishalliday@sportni.net

 E-mail

Type of Opportunity

**Development Officer**

Secondment – Until 31st July 2019, with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland, and an Arm’s Length Body of the Department for Communities (DfC).

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

Reporting to the Programme Manager the successful applicant will be part of a team ensuring the effective and efficient distribution of Sport Northern Ireland funds. The applicant will provide an appropriate level of expertise in the assessment, management and monitoring of capital related awards and will develop and maintain a high quality relationship with applicants.

Main objectives of the opportunity

 **MAIN AREAS OF RESPONSIBILITY**

**Assessment**

* To assess the eligibility of capital applications against identified criteria and in accordance with financial and policy directions, Sport Northern Ireland policy and statutory requirements.
* To assess applications with regard to sport development impact and need, financial viability, financial need, project proposal and suitability and strategic fit within the operating environment.
* To liaise with applicants to secure the additional information required to fully support their project, including visiting the applicant and internal and external consultation with stakeholders.
* To evaluate risks and to implement necessary steps to mitigate against identified project risks.
* To prepare Committee and Sport Northern Ireland papers in respect of capital applications.

**Project Management, Monitoring and Evaluation**

* To manage a portfolio of applications pro-actively and in line with SNI procedures and policy.
* To effectively communicate with applicants and to provide the support and assistance required during the life of the award to achieve the aims of the application.
* To schedule and carry out the monitoring requirements to be undertaken for each successful application, as appropriate to the individual scheme.
* To maintain up-to-date and accurate records for a portfolio of applications through the various processing stages on the Grants Management Information System. To produce relevant, effective reports as required.
* To promote SNI through promotional events, articles and presentations as appropriate.
* To develop new programmes, procedures, systems and documentation in line with requirements.
* To take an active part in the preparation and participation in Annual Performance Reviews and Personnel Development Interviews, including the identification and bringing to the attention of the Line Manager areas of training and development to meet agreed objectives.
* To line manage a Development Assistant including Annual Performance reviews and identification of training and development needs.

* Any other relevant duties as may be required from time to time by Line Manager.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate will need to meet the following essential criteria:

* Degree or equivalent 3rd level qualification.

Or

* A minimum of 2 years’ experience working in a similar position.

And

* 2 years employment experience managing projects or programmes within the Public Sector.

* 2 years employment experience of grant management in-line with agreed policy and financial directives.
* Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.

**4. Personnel: Please state below**

 Who will the individual report to?

Programmes Manager

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

Programmes Manager

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

**Individual**

* Experience working in an Capital and Facilities Programmes Department within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with the Programme Manager and key Stakeholders;
* Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);

**Parent Organisation**

This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas in grant funding and programme management whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in the provision of Programme management.

**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 suitable candidate has been identified and a release date has been agreed.

**Duration:** It is anticipated that this opportunity will continue until 31st July 2019. Any further extension will be subject to the agreement of all parties and funding.

**Location:** House of Sport, 2A Upper Malone Road, Belfast.

**Travel:** The post holder will be required to travel regularly to Tollymore National Outdoor Centre in Newcastle and the Sports Institute in Jordanstown.It is therefore essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Salary:** £30,149 to £31,760.

**Funding:** Salary and other related costs will be funded by Sport NI. Sport NI will fund from existing budgets.

**Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI on 028 9038 3839, or by email at chrishalliday@sportni.net.

**Closing Date:** Noon on Friday 27 July 2018.

**7. Endorsement**

 **Interchange Manager**

Chris Halliday

Signed

02 July 2018

 Date