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 90383839

N/A

 Number

chrishalliday@sportni.net

 E-mail

Type of Opportunity

Personal Secretary

(Temporary Opportunity – Until 31st August 2019)

**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 Secretariat Manager the successful applicant will be part of a team ensuring the effective and efficient provision of a full Secretarial Service to the Sport NI Board and Executive Team.

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| Main objectives of the opportunity:The post-holder will provide an effective and efficient secretarial support service to the CEO and Executive Unit.**Facilitating Meetings**Provision of a full secretarial service, including:* Organising meetings and meeting rooms
* Preparation of papers
* Circulation of minutes and papers to attendees
* Setup of meeting rooms including refreshments
* Recording minutes of meetings
* Publishing of minutes on the Sport Northern Ireland intranet and website where necessary

**Secretarial Support**Provide a full secretarial support service to the CEO, Board, Directors and other Senior Staff, including:* Producing letters, reports and papers from dictation, shorthand notes, hand written notes and audio tape.
* Recording, transcribing and circulation of meeting minutes as directed.
* Acting as liaison between internal and external contacts of the organisation.
* Manage and maintain the diaries, arranging appointments and meetings as required.
* Meeting and greeting visitors in a professional and welcoming manner.
* Opening, recording and distributing post as required.
* Filing and photocopying as required.
* Catering & refreshment arrangements as required.
* Making travel arrangements as required for the Directors and other Sport Northern Ireland employees including the provision of detailed itinerary, booking of flights, hotel accommodation, train and boat reservations, etc.
* Ensuring systems and procedures are in place to ensure the smooth running of the CEO office.
* Minute taking at evening board meetings, every other month.

**Correspondence**Manage and maintain all electronic and paper correspondence for the CEO, including:* Responding to all external and internal written and oral enquiries in a professional manner, exercising judgement when taking messages, referring calls and answering routine queries as required.
* Filter emails, highlighting urgent correspondence and print attachments as required.
* Forward e-mails to the CEO or other relevant parties as appropriate.
* Write, print and prepare meeting papers and correspondence as requested.
* Manage and maintain all electronic and manual filing systems.

**General*** Assist other officers within the organisation to deliver a friendly, efficient and effective service to partner organisations.
* To provide relief cover for reception and postal duties on a rota basis when required.
* To take an active part in the preparation and participation of annual Performance & Development Reviews.
* Any other relevant and related duties as may reasonably be required by your line manager time to time.

These duties not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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

* Experience providing administrative support services to a line manager.
* Experience collating detailed information into reports/papers.
* Experience taking minutes of meetings.
* Experience handling telephone and written correspondence on behalf of senior managers.

**4. Personnel: Please state below**

 Who will the individual report to?

Secretariat Manager

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

Secretariat 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 a Secretariat Department within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with the Secretariat 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 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 Secretariat support services.

**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 August 2019. Any further extension will be subject to the agreement of all parties and funding.

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

**Salary:** EOII Salary Scale and other related costs will be funded by Sport NI.

**Funding:** 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:** If you require any further information about the post, please contact Amy Beatson in the House of Sport on 028 90383837, or by e-mail at amybeatson@sportni.net

**7. Endorsement**

 **Interchange Manager**

Chris Halliday

Signed

27 August 2018

 Date