NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Charity Commission for NI

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Kathleen McLoughlin

 Name

 Organisation/

Corporate Services

 Department

257 Lough Rd

Lurgan

Co Armagh

BT66 6NJ

 Address

 Telephone Fax number

02838320220

 Number

Kathleen.mcloughlin@charitycommissionni.org.uk

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

The Charity Commission for Northern Ireland’s (CCNI) purpose is to register, regulate and report on the charity sector in Northern Ireland. The key purpose of the Casework Officer role is the management of a portfolio of decisions and to analyse and gather information, making risk assessment judgements and taking decisions primarily on applications from bodies seeking charitable status. The post holder will be responsible for the provision of advice and guidance to customers, undertaking reviews of decisions and contributing to internal and external guidance, legal policy and advice.

Main objectives of the opportunity

The main areas of responsibility of the Officer are listed below

1. Analyse, gather information, make risk assessment judgements and take decisions primarily on a portfolio of applications from bodies seeking charitable status, in line with operational guidance and procedures and the Charities Act (Northern Ireland) 2008.
2. Prepare clear concise and timely decision reports or recommendations to the Board of CCNI.
3. Manage a portfolio of decisions, including but not limited to, registrations, decision reviews, Cy-pres schemes, granting of consent to charities to wind up, approval of charity reorganisation schemes and mergers in line with operational guidance and procedures and the Charities Act (Northern Ireland) 2008.
4. Provide support and advice to customers on matters which require consent from CCNI, prior to decision making stage.
5. Undertake, in line with operational guidance and processes, requested reviews of decisions taken by CCNI.
6. Maintain accurate, detailed and comprehensive information, records and reports to support each decision reached.
7. Contribute to internal and external guidance, legal and policy advice.
8. Contribute to the Charity Services team, and the broader needs of the organisation, to ensure objectives and performance targets are met.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate will need to demonstrate:

Qualifications

Essential - ‘A’ level passes in 2 separate subjects or equivalent, and 5 GCSE / GCE ‘O’ level grades A, B or C to include English and Maths

Desirable - Third level qualification in a relevant discipline OR 3 years relevant experience

Experience 1 years’ full time (or part time equivalent) experience of working in a role including experience in each of the following areas:

* Experience of collating, interpreting, reviewing and presenting data.
* Experience of analysis and problem solving.
* Experience of the production of reports.
* Experience of providing support and advice to customers.
* Experience of the maintenance of comprehensive records and databases.
* Experience of managing a portfolio of casework.
* Experience of using evidence to make judgements and take decisions.

Desirable Criteria

* Experience of risk assessment.
* Experience of working within strict operational guidelines and following processes and procedures.
* Experience of the development of processes and procedures

**4. Personnel: Please state below**

 Who will the individual report to?

Head of Charity Services initially

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

Casework 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 casework team taking forward charity registration and regulatory decisions;
* The broad range of experience and responsibility from working closely with legal professionals;
* 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 postholder’s experience and develop his/her abilities in a broad range of areas in casework whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation:**

This opportunity will provide CCNI with an experienced staff member who will play a pivotal role in the provision of strong casework 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 March 2019. Any further extension will be subject to the agreement of all parties and funding.

**Location:** 257 Lough Rd Lurgan

**Salary:** Executive Officer II £24,429 – £25,225. Salary and other related costs will be funded by CCNI.

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

**Closing Date**: 5.00pm on Friday 26 October 2018

**Further Information:** For further information about the post please contact Punam McGookin in CCNI on 028 38 32 0220, or by email at punam.mcgookin@charitycommissionni.org.uk

**Closing Date for applications**: Noon 17 September 2018

**7. Endorsement**

 **Interchange Manager**

Kathleen McLoughlin

Signed

15 October 2018

 Date