NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Lisa Boal

 Name

 Organisation/

Tackling Paramilitarism Programme Team, DoJ

 Department

Room B4.12 Block B

Castle Buildings

 Address

 Telephone Fax number

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 Number

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 E-mail

Secondment

**Communications and Engagement Officer – Tackling Paramilitarism Programme**

**Communications and engagement manager – Tackling Paramilitarism Programme**

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

The Tackling Paramilitarism Programme Team, which is located in the Department of Justice (DoJ), is seeking an experienced candidate to assist with delivery of the communications and engagement strategy to support the successful implementation of the Executive’s programme to tackle paramilitary activity, criminality and organised crime.

We are working to achieve four long term outcomes. They are to ensure:

* the public support and have increasing confidence in the justice system;
* we all live in safer and more confident communities;
* support is available for those who want to move away from paramilitary activity and structures;
* paramilitarism has no place.

The team includes specialists in finance and governance, research, strategic communications and programme management. The delivery programme is supported by £50m from the UK Government and the Executive. It is subject to intensive public scrutiny and is monitored by an Independent Reporting Commission established by the British and Irish Governments. Joining the team will mean working in a fast paced and outcomes focused environment with communications and stakeholder engagement at its heart.

Main objectives of the opportunity

**Purpose and function of post**

**To provide strategic communications and public affairs support for the delivery of the Executive’s action plan to Tackle Paramilitarism.**

As a key member of the programme delivery team, reporting to the Communications and Engagement Manager, the successful candidate will assist in the development, successful delivery and monitoring of a wide range of public affairs and communications activity, including stakeholder engagement and support to a range of projects (in line with the Programme’s Communications strategy).

**To provide support and act as point of contact for the programme delivery team based in the Department of Justice**.

The post holder will assist in the co-ordination and management of proactive and strategic communications for the programme by delivery partners including Central Government departments and other statutory agencies. This will include working closely with delivery partners and stakeholders including the PSNI, NIO, wider civil society groups and the media to make connections between emerging news stories and relevant Tackling Paramilitarism projects & programmes.

## Principle Duties and Responsibilities

1. Support the Communications and Engagement Manager in the delivery of an integrated cross platform communications strategy to support the successful promotion of individual projects within the overall programme. The strategy focuses on telling the story of individual projects as well as promoting the impact of the whole programme.
2. Assist the Communications and Engagement Manager to secure the ‘buy-in’ of individual project leads, their teams and other multiple stakeholders to the communications strategy and key targets.
3. Support the Communications and Engagement manager with the development and management of cost effective initiatives and campaigns.
4. Work closely with delivery partners and stakeholders to ensure that there is a fully integrated and consistent approach to communications activity across all cross platforms.
5. Assist in the delivery of a stakeholder engagement and public affairs strategy to promote the successful delivery of the programme.
6. Support the Communications and Engagement Manager in establishing and maintaining cooperative relationships with representatives of political parties, community, media, and public interest groups.
7. Attend relevant events and provide communications support for the delivery of programmes and/or initiatives as required.
8. Co-ordinate media strategies and campaigns for specific audiences using a range of communications/PR/digital approaches to promote ideas and services.
9. Liaise with regional, national and where relevant international media.
10. Prepare press statements for the delivery team in response to media queries working in conjunction with relevant colleagues and partners to ensure responses are accurate and meet the appropriate deadlines.
11. Generate cross platform content for a variety of internal and external audiences. This includes website and social media content as well as the design and production of programme publications and other promotional literature/graphics.
12. Provide ad hoc communications advice to all projects, colleagues and relevant stakeholders.
13. Other programme support as may occasionally be required.

**3. Skills requirements**

1. A minimum of 2 years’ relevant experience in the last 5 years of working in a communications team.
2. A minimum of 2 years’ experience in the last 5 years of producing a range of written material to support a variety of publications and online communications, including social media, particularly in an environment in which complex and sensitive issues are being addressed.
3. A minimum of 2 years’ experience in the last 5 years of working in partnership with a range of internal and external stakeholders.
4. A minimum of 2 years’ experience in the last 5 years of using multimedia packages to convey key messages to a range of audiences and monitoring and analysing the impact.
5. A minimum of 2 years’ experience in the last 5 years of planning and delivering corporate events.
6. Demonstrable political and cultural awareness and a sound knowledge of current affairs.

Desirable criteria

1. Experience of liaising with GB and international media.
2. Proficiency in MS Office Suite.

What qualities, skills and experience is required from the individual

**4. Personnel: Please state below**

Who will the individual report to?

Debra Whyte

Communications and Engagement Manager

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

Debra Whyte – Communications and Engagement Manager

**5. Transfer of learning**

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

The Executive’s programme to tackle paramilitarism is a unique and high profile programme of work, and this role provides an opportunity for significant stakeholder engagement across a number of sectors. Responsibility for delivery of the various projects and interventions within the programme sit across a wide range of Executive departments and public sector bodies.

Communications and engagement is increasingly central to the effective delivery of the programme. In providing communications and engagement support, the post-holder will have the opportunity to shape and develop the profile and communications strategy for this programme, and will gain a valuable insight into cross-Executive and cross-sector collaboration.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (ie. desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** Oct/Nov 2018 or as soon as a suitable candidate has been identified and a release date is agreed

**Duration:** 12 months approx (with the possibility of an extension, subject to the agreement of all parties)

**Location:** The post-holder will be based in Castle Buildings, Stormont Estate, Belfast

**Salary:** £26,413 - £27,544 (NICS EO1 scale)

**Funding:** The post will be funded by the Tackling Paramilitarism Programme.

**Selection Process:** A papersift and interview process will be used to determine the most suitable applicant for the post.

**Closing Date**: 5.00pm on Friday 05 October 2018

**Further information:** For further information about the post please contact Debra Whyte in the Department of Justice on 02890 378674 or by email at debra.whyte@justice-ni.x.gsi.gov.uk

**7. Endorsement**

**Interchange Manager**

Lisa Boal

Signed

24 September 2018

 Date