NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Consumer Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

John French

 Name

 Organisation/

The Consumer Council

 Department

Floor 3, Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

 Address

028 9025 1663

028 9025 1656

 Telephone Fax number

 Number

john.french@consumercouncil.org.uk

 E-mail

Type of Opportunity

Secondment – 12 months 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

**Senior Communications Officer**

The opportunity is to be part of a completely new team within The Consumer Council which will provide education, policy and communication support around illegal money lending and stopping loan sharks. It is an opportunity to work with partners both in Northern Ireland, and the rest of the UK.

The Consumner Council will meet the salary and associated costs (The funding for this role comes from a levy raised by the Financial Conduct Authority on Payday Loan Lenders.)

Main objectives of the opportunity

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| --- |
| As a member of the Illegal Money Lending Team, the Senior Communications Officer will be responsible for the development, implementation and delivery of the Illegal Money Lending Teams Communication strategies, activities, budgets and performance. Key service delivery areas of the role include communications, marketing, graphic design and public affairs. With a team of circa 2 staff, the post holder in conjunction with Head of Consumer Empowerment and Protection will assist in the development and delivery of the Council’s communication strategy and business objectives. This delivery will take the form of ensuring the effective development, implementation and delivery of a communications strategy and work programme which looks to proactively maximise the Consumer Council’s strategic objectives of empowering, representing and protecting consumers in Northern Ireland. The individual will with the support of the Director of Illegal Money Lending will be the communications lead and champion within the Illegal Money Lending Team and will be the driver to ensure that the organisation delivers against its mission, values and strategic framework in the area of responsibility.  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

1. Relevant experience within a PR, or communications role.
2. Excellent written skills with the ability to write in a variety of styles and formats e.g. press releases, social media, and reports. Ability to proof read and edit.
3. Knowledge of a variety of PR and communications tactics such as media relations, events, online.
4. A solid understanding of how the media works and an up-to-date knowledge of the current media landscape.
5. Experience of working with media on both a reactive and proactive basis.
6. Knowledge of how to use social media, preferably for business use.
7. Up-to-date knowledge of a variety of social media platforms.

1. Experience of editing and proofreading your own or someone else’s writing.
2. Ability to follow set guidelines for written style and quality, and to follow processes and procedures and support others to do the same.
3. Experience of writing content for digital channels, such as websites and social media (for business).
4. Experience of using social media publishing platforms.
5. Experience of podcast production.
6. Ability to communicate clearly and effectively with colleagues, customers, partners and the media both in writing and verbally.

1. Ability to understand complex information quickly and to present and explain it to others.
2. Experience of writing in a clear and concise manner, using appropriate tone, style, grammar and language for the reader.

**4. Personnel: Please state below**

 Who will the individual report to?

Director of Illegal Money Lending Team

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

Director of Illegal Money Lending Team

**5. Transfer of learning**

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

 individual and their organisation.

This role is part of a new role within The Consumer Council, the individual will have the opportunity to develop the role and standards within the Team.

It will be an opportunity to work in partnership with many organisations, and government departments across Northern Ireland and the UK.

There will be opportunities to present and engage with the Board of The Consumer Council and other senior stakeholders.

**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 possible.

**Funding and Duration:** is on an annual basis and is based on successful completion of agreed key performance indicators. The Consumer Council will meet salary (range: £30,149 – £31,760) and associated expenses.

**Location:** Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN. It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

**Resources:** A laptop and mobile phone will be provided.

**Contact:** If you require any further information about the post, please contact John French on 028 9025 1656 or by email at john.french@consumercouncil.org.uk.

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

**7. Endorsement**

 **Interchange Manager**

John French

Signed

 Date

08/10/18