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 – 1 year with the possibility of an extension for a further year, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

**Education / Communications Officer (x2)**

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 funding for this role comes from a levy raised by the Financial Conduct Authority on Payday Loan Lenders.

 Main objectives of the opportunity

As a member of the Ilegal Money Lending Team, the Education/Policy Officer will be work on the development of educational and communication programmes in in relation to illegal money lending and financial services.

The individual will with the support the work of the Illegal Money Lending Team and will help 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. Ability to communicate clearly and effectively with colleagues, customers, partners and the media both in writing and verbally.
2. Ability to understand complex information quickly and to present and explain it to others.
3. Experience of writing in a clear and concise manner, using appropriate tone, style, grammar and language for the reader.
4. Experience of undertaking formal or community education and overseeing an education programme.
5. Knowledge in monitoring, evaluation and planning

**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 communities, 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.

**Duration:** 1 year with a possible extension of a further year. (Duration and funding for this role is on an annual basis and is based on successful completion of agreed key performance indicators with HM Treasury).

**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.

**Salary:** £26,962 to £27,819.

**Funding:** The Consumer Council will meet salary costs and associated expenses.

**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 02 November 2018.

**7. Endorsement**

 **Interchange Manager**

John French

Signed

15/10/18

 Date