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

 Telephone Fax number

02890251663

02890251656

 Number

John.french@consumercouncil.org.uk

 E-mail

Secondment (one year with possible extension)

Director of Illegal Money Lending and Financial Services

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

The opportunity is to be lead and be part of a completely new team within The Consumer Council which will provide education, policy and communication support around illegal money lending and financial services. 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 Director of the Ilegal Money Lending and Financial Services Team, you will be responsible for the development of The Consumer Council’s policy, education and communication programmes in in relation to illegal money lending and financial services. The individual 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. Educated to degree level or equivalent skills and knowledge.
2. Demonstrated and good knowledge of the policy environment and financial services in Northern Ireland.
3. Demonstrated knowledge of managing, leading, and developing a team.
4. Demonstrated knowledge of managing and building relationships with senior management, Boards, key stakeholders, NI and UK government departments and with strong influencing and negotiating skills.
5. Excellent written English, with proven ability to research and write clear policy documents and reports for a range of audiences.
6. Excellent oral communication skills with the ability to engage different audiences, convey complex information in an accessible way and prepare and give presentations to different audiences.
7. Demonstrated knowledge/project management skills to manage multiple projects in-line with the organisations and sponsor department’s strategic and funding priorities
8. Excellent interpersonal skills with a high level of diplomacy and political awareness, and ability to work effectively as a member of the senior management team.
9. Willingness to travel throughout NI and UK, including overnight stays as required.
10.

**4. Personnel: Please state below**

 Who will the individual report to?

Chief Executive

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

Chief Executive

**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:** £48,226 - £52,857.

**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 16 November 2018.

Need access to own transport to attend meetings throughout Northern Ireland. Regular attendance at meetings throughout the UK will be part of the role.

**7. Endorsement**

 **Interchange Manager**

John French

Signed

05/11/18

 Date