NI INTERCHANGE SHCEME

# Hosting Opportunity Proforma

Public Prosecution Service (PPS)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Tracey McWilliams

 Name

 Organisation/

PPS

 Department

Belfast Chambers

91 – 93 Chichester Street

Belfast

BT1 3JR

 Address

 Telephone Fax number

02890264599

 Number

tracey.mcwilliams@ppsni.gov.uk

racey

 E-mail

Type of Opportunity

6 Month secondment (with the possibility of an extension) for a **Website Editor**

**2. Details of hosting opportunity**

 Description of opportunity

The PPS require a website editor to assist in the development of new digital content for the PPS website and intranet. The successful candidate will ideally have experience in planning and creating first-class digital content with an excellent grasp of user habits online and a sense of what works and what doesn’t on digital platforms. They will also have some technical skills, like video editing or graphic design and will be comfortable using the Adobe Creative Suite (Photoshop and Premiere Pro). The successful candidate should also be comfortable upskilling other team members.

 Main objectives of the opportunity

The objectives of the opportunity are to: Create and design written and visual webs content for the new PPS NI website; Create effective user journeys using developed personas; Develop a content map – from home page to landing pages and below, supported by a spreadsheet of suggested content; Assist with compiling analytics reports, identifying trends and key learning points; Upskill team members, some of whom may not be from a communication background; Assist with filming and photography around PPSNI events; Assist with analytics reports; Undertake any other tasks as required.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Skills:** Experience of creating digital content for a significant public body; Experience of developing user journeys for the website of a significant public body; Experience of upskilling team members, including those who may not come from a communication background

**Desirable Skills;** Experience of working on the NICS Digital platforms**;** Experience of working with complex and sensitive legal content**;** Experience of using *Adobe Creative Cloud (Photoshop, Premiere Pro etc)***;** Experience of photography and recording videos; Familiarity with evaluation platforms

**4. Personnel: Please state below**

 Who will the individual report to?

Libby Kinney, Head of Communications

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

Libby Kinney, Head of Communications

**5. Transfer of learning**

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

**Benefits to Individual**

Experience of working on the NICS Digital platforms; Experience of working with complex and sensitive legal content; experience of working in a complex and high profile Department. Experience working within the NI Judicial system and with a wide range of external stakeholders**.**

**Benefits to PPS**

The PPS will benefit from the experience the post holder will bring from their parent organisation, in particular developing web content for PPS NI website; Creating effective user journeys using developed personas and training PPS staff on same.

**Benefits to Parent Organisation**

The post holder will gain a wide range of practical, transferable skills– including information handling at a high level and understanding the needs of many and varied external 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 a suitable candidate has been identified and a release date agreed.

**Duration:** Six months (with the option to extend)

**Location:** The post holder will be based at the Public Prosecution Service, Belfast Chambers, 93 Chichester Street, Belfast, BT1 3JR

**Transport:** The successful candidate will be required to have access to a suitable form of transport fulfil the duties of the post

**Funding:** PPS will meet salary costs and associated expenses.

**Salary:** Staff Officer level salary - £30,149 - £31,760.

**Security**: CTC level required (can be obtained in post)

**Selection:** Paper sift followed by interview

**Contact:** For further information about the post please contact Conor McLoughlin at the PPS Communications Unit on 02890 897082 or by email at conor.mcloughlin@ppsni.gov.uk.

**Closing:** 5.00pm on Friday 07 December 2018.

**7. Endorsement**

 **Interchange Manager**

Tracey McWilliams

Signed

26 November 2018

 Date