# Hosting Proforma

Tourism NI

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Roslyn Duff

 Name

 Organisation/

HR- Tourism NI

 Department

Tourism NI, Linum Chambers, Bedford Street, Belfast.

 Address

 Telephone Fax number

02890441514 44441514

 Number

r.duff@tourismni.com

 E-mail

Type of Opportunity

**Events Officer** Secondment up to 51 weeks

**2. Details of hosting opportunity**

 Description of opportunity

From a very low base a decade ago, tourism has emerged to become one of Northern Ireland’s key economic sectors. We currently attract over 2.3m international visitors.

They contribute almost £800m annually to the local economy and this helps sustain employment for over 58,000 people across Northern Ireland. We currently require a Finance Manager to provide maternity cover.

Tourism NI is currently working to a new Corporate Plan 2017-21 in support of our new draft Tourism Strategy 2025 and this is an excellent opportunity to join at an exciting, interesting and busy time.

**GENERAL RESPONSIBILITY**

The overall purpose of this role is to provide support to both the Events Manager and Event Officers with the Tourism NI (TNI) contribution in developing and delivering stand out Northern Ireland events through the effective delivery of events funding programmes and through research and bidding to embed and sustain Northern Ireland’s standing as the home of great events.

**MAIN DUTIES**

The Job Holder will be responsible for the following areas and activities:

* Support the Events Unit in the delivery of the funding programmes including assessing applications, according to Tourism NI criteria and processes.
* Act as an initial point of contact for enquiries about event funding.
* Manage the development and maintenance of the Grant Management System (GMS) to administer funding, track applications and provide information on funded events.
* Liaise with event organisers and stakeholders as necessary to aid the application process.
* Communicate the outcomes of applications for grant assistance.
* Organise and assist with grant approval and appeal meetings including preparation and presentation of papers.
* Organise and assist with Letter of Offer meetings to explain requirements of the funding process.
* Administer grant payments in line with Tourism NI Financial Procedures and Events Unit Procedures Manual to successful grant recipients.
* Maintain and update knowledge of local policies and strategies which may impact on the funding scheme.
* Assist in the maintenance of the procedure manual to support Unit activities.
* Update and maintain administrative systems within the Events Unit, including mailing lists for grant funding, a database of events contacts and an events log.
* Engage with funded event organisers to enhance the offering including Health and Safety, budget planning, event planning, marketing etc and attend their events.
* Contribute to the development of the events industry in Northern Ireland both internally and externally following the direction of the NI Tourism Events Strategy.
* Assist Events Officers in the development and delivery of the major events bidding plan.
* Assist in developing the criteria and processes for major events bidding and support with the delivery of same.
* Assist event organisers and managers with event bids maximising potential for stand out events in Northern Ireland.
* Assist in researching top quality events which Northern Ireland, via Tourism NI, could bid for.
* Assist in developing major events bids and liaise and develop key relationships and provide project support to and with stakeholders in relation to stand out events.
* Assist in the delivery of major events to Northern Ireland.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**ESSENTIAL CRITERIA – EDUCATION/QUALIFICATIONS & EXPERIENCE**

1. A Level passes in 2 subjects; and GCSE grades A-C in English and Mathematics, or equivalent.

**OR**

1. A minimum of 3 years’ experience at supervisory level with responsibility for managing people.

**AND**

1. A minimum of 2 years’ experience having responsibility for managing stakeholders.

**ESSENTIAL CRITERIA – PERSONAL EFFECTIVENESS**

The Job Holder will also possess a strong standard of:

1. Analytical and communication skills – oral and written.
2. IT and Computer Literacy Skills.
3. Negotiation, interpersonal and problem solving skills within a business environment.
4. Ability to work on own initiative, and take the lead where necessary within a team environment.
5. Organisational/Event planning skills including the ability to manage projects, work to strict deadlines, prioritise tasks and attention to detail.
6. Customer Care Focused and Commitment to Continuous Improvement with both internal and external stakeholders to enhance customer experience and increase satisfaction.

**PREFERRED CRITERIA**

1. 3 years’ experience in a role supporting bidding / tendering / business case development processes.
2. Staff management/supervisory experience.

**4. Personnel: Please state below**

 Who will the individual report to?

SO Events Officer

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

As above

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| This is a very exciting and busy time for Tourism NI as we await the approval of our draft Tourism Strategy 2025 – A Strategy for growth. This will be an exciting personal development opportunity for someone to contribute to a key corporate area with unit management responsibility and the opportunity to provide corporate governance assurance to the senior management team.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

|  |
| --- |
| **Start Date**: As soon as a release date can be agreed.**Duration**: Up to 51 Weeks**Salary**: Tourism NI will meet salary and associated expenses. The salary range is £26,962 - £27,819**Location**: Tourism NI, Linum Chambers, Bedford Street, Belfast.**Resources:** Office based with all relevant facilities including PC, desk and phone etc.**Form of Transport**: Applicants must also possess a current driving licence and use of a car for business purposes, or have access to a form of transport which will permit the applicant to meet the requirements of the post in full.**Selection:** Selection will be by interview**Closing date**: 5.00pm on Friday 11 January 2019**Further information**: See below |

**7. Endorsement**

 **Interchange Manager**

Signed

21/12/2018

 Date

|  |
| --- |
| **ADDITIONAL INFORMATION**Tourism NI is committed to equality and will comply with the Section 75 of the Northern Ireland Act (1998) statutory duties which requires designated public authorities to have due regard to the need to promote equality of opportunity in relation to the nine equality categories and to have regard to the desirability of promoting good relations between persons of different religious belief; political opinion; and racial group.The Disability Discrimination Act (1995) Section 49A requires designated public authorities to have due regard to the need to promote positive attitudes towards disabled persons, and to the need to encourage participation by disabled persons in public life.This is not an exhaustive list of duties and requirements. The nature of the organisation is such that it must respond to the dynamic environment in which it operates and the nature of duties, tasks, knowledge and skills required for this post will evolve and change in time. The Job Holder is expected to adapt to these changes and develop the role as a result. |