NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Sport Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Halliday

Name

Organisation/

Sport Northern Ireland

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone Fax number

028 90383839

N/A

Number

[chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

E-mail

Type of Opportunity

**Development Officer**

Temporary Opportunity – Until 31st March 2020

**2. Details of hosting opportunity**

Description of opportunity

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland, and an Arm’s Length Body of the Department for Communities (DfC).

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

Reporting to the Participation Manager the successful applicant will be part of a team ensuring the effective and efficient distribution of Sport Northern Ireland funds. The applicant will provide an appropriate level of expertise in the management and monitoring of investment awards. The applicant will support the implementation and delivery of SNI’s statutory responsibilities in respect of the Community Planning process and the roll out of ‘Every Body Active 2020’.

Main objectives of the opportunity

The main areas of responsibility are listed below

* To work in partnership across the public, private and community/voluntary sectors to formulate appropriate policy and strategic responses to improve club and community sport in Northern Ireland.
* To communicate effectively with a wide range of stakeholders to provide the guidance and assistance required to support the achievement of outputs and desired outcomes.
* To identify new opportunities for collaborative working and develop innovative sports development projects.
* To manage a portfolio of investments in line with Sport NI policy and procedures.

**A full Job Description can be located in Annex A**

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate will need to meet the following **essential criteria**:

1. 2 years employment experience of developing and managing projects, programmes and budget within the Public Sector.
2. 2 years employment experience of grant management in-line with agreed policy and financial directives.
3. 2 years’ experience of initiating and developing innovative and sustainable partnerships and collaborative working
4. Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.
5. The ability to work flexible hours, including evening and weekend duties as necessary

**4. Personnel: Please state below**

Who will the individual report to?

Participation Manager

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

Participation Manager

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

* Experience working in an Community Sport Participation Team within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with the Participation Manager, Participation Team and key Stakeholders;
* Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);

**Parent Organisation:**

This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas including grant funding and programme management whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation:**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in the provision of Programme management and project development.

**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 has been agreed.

**Duration:** It is anticipated that this opportunity will continue until 31st March 2020. Any extension will be subject to the agreement of all parties and funding.

**Location:** House of Sport, 2A Upper Malone Road, Belfast

**Salary:** Staff Officer Salary Scale (£30, 149 - £31,760) and other related costs will be funded by Sport NI.

**Funding:** Sport NI will fund from existing budgets.

**Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

**Closing Date**: 5.00pm on Friday 01 February 2019

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

16.1.18

Date

**Annex A**

**JOB DESCRIPTION**

**Job Title:** Development Officer (Community Planning & Opportunities)

Responsible to: Participation Manager

Grade: Staff Officer (SO)

1. **JOB PURPOSE**

Reporting to the Participation Manager the successful applicant will be part of a team ensuring the effective and efficient distribution of Sport Northern Ireland funds. The role will have a particular focus on supporting implementation and delivery of Sport Northern Ireland’s responsibilities in respect of the Community Planning processes across NI and roll out of ‘Every Body Active 2020’. The applicant will provide an appropriate level of expertise in the management and monitoring of investment awards and will develop and maintain a high quality relationship with a wide range of stakeholders.

1. **MAIN AREAS OF RESPONSIBILITY**

2.1 To work in partnership across the public, private and community/voluntary sectors to formulate appropriate policy and strategic responses to improve club and community sport in Northern Ireland.

2.2 To communicate effectively with a wide range of stakeholders to provide the guidance and assistance required to support the achievement of outputs and desired outcomes.

2.3 To identify new opportunities for collaborative working and develop innovative sports development projects, designed to increase sustained participation in sport and physical activity.

2.4 To manage a portfolio of investments in line with Sport NI policy and procedures including monitoring and development meetings, maintaining accurate records on the Grants Management Information System and the Government Funding Database; and produce relevant reports.

2.5 To identify, produce and disseminate examples of best practice through shared learning opportunities.

2.6 To promote Sport NI through promotional events, articles, seminars and presentations as appropriate.

* 1. To take an active part in the preparation and participation a Performance and Development Plan, including the identification and bringing to the attention of the Line Manager areas of training and development to meet agreed objectives.
  2. To line manage a Development Assistant including Performance and Development Plans and identification of training and development needs.

* 1. Any other relevant duties as may be required from time to time by Line Manager.

This job description is not regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.