NI INTERCHANGE SCHEME

# 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

 E-mail

Type of Opportunity

Temporary Opportunity – Until December 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.

The Northern Ireland Strategy for Sport and Physical Recreation sets three challenging targets for those developing performance sport in Northern Ireland: -

1. Establishing a world class performance sport system in Northern Ireland;
2. Winning 100 medals in Commonwealth, European and World sport.
3. All sport NI funded governing bodies to be “fit for purpose”.

All targets are due to be achieved by 2019.

To achieve these targets, Sport NI is operating an open, transparent performance investment policy linked to an advisory and monitoring process. This work will to establish performance systems within identified sports leading to improved performance standards of athletes.

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Main objectives of the opportunity

To assist with the administration and management of Sport NI performance system development. The role will focus on, but is not limited to, club development and workforce development with functions including:

* + Coordinating and administering the delivery of the Sport NI workshop programme involving liaison with workshop organisers and tutors to fulfil workshop requests.
	+ Supporting and coordinating the delivery of research into sports clubs

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* + Collating and inputting monitoring and evaluation data for Sporting Clubs to produce reports when required.
	+ Assisting with the planning, implementation and monitoring of club development and coaching projects initiatives.

**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**:

\*5 GCSE passes grades A – C, which includes English Language and Maths or equivalent qualification.

\*2 A-Level passes grades A – E, or equivalent qualification.

 \*2 years’ full time (or equivalent part time1) employment experience in an environment with responsibility for administration systems including coordination of appointments/bookings.

\*Demonstrable experience in working to policies and procedures.

\*Demonstrable experience in drafting and dealing with correspondence and enquiries from the general public and/or partner organisations.

**4. Personnel: Please state below**

 Who will the individual report to?

Club Development Consultant

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

Club Development Consultant

**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 Performance Systems Teamwithin an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with the Performance Systems Manager, Performance 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 post holder’s experience and develop his/her abilities in a broad range of areas such as club development and workforce development 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 establishing performance systems within identified sports leading to improved performance standards of athletes.

**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 31 December 2020. Any further extension will be subject to the agreement of all parties and funding.

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

**Salary:** Executive Officer 11 Salary Scale 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

**7. Endorsement**

 **Interchange Manager**

Chris Halliday

Signed

25/01/2019

 Date

**Annex A**

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

**Job Title:** Development Assistant (Performance)

**Responsible to:** Performance Consultant

**Unit:** Performance

**Grade:** Executive Officer II

Salary Range:

Duration: Temporary

JOB PURPOSE

The Northern Ireland Strategy for Sport and Physical Recreation sets three challenging targets for those developing performance sport in Northern Ireland: -

1. Establishing a world class performance sport system in Northern Ireland;
2. Winning 100 medals in Commonwealth, European and World sport.
3. All sport NI funded governing bodies to be “fit for purpose”.

All targets are due to be achieved by 2019.

To achieve these targets, Sport NI is operating an open, transparent performance investment policy linked to an advisory and monitoring process. This work will establish performance systems within identified sports leading to improved performance standards of athletes.

The postholder will provide administrative support to the advisory and monitoring process.

MAIN DUTIES AND RESPONSIBILITIES

1. **PROJECT SUPPORT**
	1. To assist with the administration and management of Sport NI performance system development. The role will focus on, but is not limited to, club development and workforce development with functions including:
	* Coordinating and administering the delivery of the Sport NI workshop programme involving liaison with workshop organisers and tutors to fulfil workshop requests.
	* Supporting and coordinating the delivery of research into sports clubs.
	* Collating and inputting monitoring and evaluation data for Sporting Clubs to produce reports when required.
	* Assisting with the planning, implementation and monitoring of club development and coaching projects initiatives.
	* Ensuring that manual and computerised records are maintained and updated;
	* Following up queries directly with customers, tutors and governing body staff as necessary;
	* Preparation of routine correspondence to customers, tutors and governing body staff;
2. **GENERAL ADMINISTRATION**
	1. Respond to enquiries regarding workshops, programmes and awards, either in writing or in person or by telephone.
	2. Update calendars and online systems on a daily basis to ensure workshop information is available.
	3. Diary management for self, line manager, team as required.

2.3 Implement and maintain systems and procedures.

* 1. Draft papers, reports and policy documents as discussed and agreed by line manager.
	2. Ensure completeness of documentation and files in accordance with policies and procedures.
	3. Minutes taking, typing up and circulation as directed.
	4. Vouching of expenditure claims.
	5. Filing and retrieval of records as required.
	6. Assist in the updating of Performance programme web content.
	7. Organise, coordinate and contribute to the running of meetings, networks, workshops and training and education opportunities for key partners and individuals.
1. **INFORMATION MANAGEMENT**
	1. Using Management Information Systems, to manage, monitor, report and recommend actions.
	2. Extract reports and statistics from Management Information System as requested.
2. **GENERAL**
	1. Assist Consultants to deliver a friendly, efficient, and effective service to partner organisations.
	2. Relief cover for reception and postal duties on a rota basis when required.
	3. Take an active part in the preparation and participation of annual and mid-year Performance Reviews and Personal Development Interviews, including the identification and bringing to the attention of your line manager areas of learning and development to meet agreed objectives.
	4. Any other relevant and related duties as may reasonably be required by your line manager from time to time.

This job description is not to be 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 the changing needs of the organisation.

**Annex B**

**SPORT NORTHERN IRELAND**

**PERSONNEL SPECIFICATION**

**Job Title:** Development Assistant(Performance)

**Grade:** Executive Officer II

1. **QUALIFICATIONS AND ATTAINMENTS**

***Essential Criteria***

* 1. \*5 GCSE passes grades A – C, which includes English Language and Maths or equivalent qualification[[1]](#footnote-1).
	2. \*2 A-Level passes grades A – E, or equivalent qualification1.
1. **RELEVANT EXPERIENCE**

***Essential Criteria***

2.1 \*2 years’ full time (or equivalent part time1) employment experience in an environment with responsibility for administration systems including coordination of appointments/bookings.

* 1. \*Demonstrable experience in working to policies and procedures.
	2. \*Demonstrable experience in drafting and dealing with correspondence and enquiries from the general public and/or partner organisations.
	3. Competent keyboard skills and experience in the use of Microsoft software in particular Word, Excel and Databases.

***Desirable Criteria***

* 1. \*\*Demonstrable experience of working within a sporting environment e.g.- club, governing body, local authority etc.
	2. \*\*Experience in the administration of public funding
	3. \*\*Minimum of 1 years’ demonstrable full time (or equivalent part time1) experience in a position with responsibility for the preparation of financial and statistical reports.
1. **SPECIAL SKILLS AND APTITUDES**

***Essential Criteria***

* 1. Ability to undertake work/ tasks involving a high degree of attention to detail and confidentiality.
	2. Numerate and literate.
	3. Excellent communication skills, both verbal and written and the ability to draft correspondence and coordinate bookings.
	4. Ability to cope with a demanding workload and to prioritise work to meet strict deadlines.

***Desirable Criteria***

* 1. Understanding of issues and standards of accountability within the public sector.
1. **COMMUNICATIONS**

***Essential Criteria***

* 1. Ability to create, develop and maintain effective working relationships within the unit and organisation as well as with external customers.
	2. Ability to deal with situations requiring a firm, courteous and considered approach.
1. **DISPOSITION**

***Essential Criteria***

* 1. Dependable with the ability to work alone or as part of a team.
	2. An understanding of and commitment to equal opportunities.

**6.0 CIRCUMSTANCES**

***Essential Criteria***

* 1. \*Access to a form of transport, which is insured for use, when travelling on SNI business.
	2. \*Ability to work additional hours from time to time some of which may be at the weekend or at short notice.

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| **Please Note:**\*Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria 1.1, 1.2, 2.1, 2.2, 2.3 6.1 and 6.2 will go forward to the next stage in the recruitment and selection process. \*\*Desirable criteria 2.5 and / or 2.6 and 2.7 may be used for short listing if required. All other essential and desirable criteria will be assessed by selection test and/or interview. |

1. It is the responsibility of the applicant to demonstrate how they satisfy the ‘equivalence criteria’ [↑](#footnote-ref-1)