# Hosting Proforma

Parades Commission for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

Northern Ireland Office

 Department

Stormont House
Belfast
Northern Ireland
BT4 3SH

 Address

N/A

028 9052 3535

 Telephone Fax number

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

Secondment – 2 years, with the possibility of an extension of up to one further year, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

**Administrative Officer(s)**

**Background**

The Parades Commission was established under the Public Processions (NI) Act 1998 the Duties and Functions of the Commission are:

1. to promote greater understanding by the general public of issues concerning public processions.
2. to promote and facilitate mediation as a means of resolving disputes concerning public processions.
3. to keep itself generally informed as to the conduct of public processions and protest meetings.
4. to keep under review, and make such recommendations as it thinks fit to the Secretary of State concerning the operation of the Act.

The Parades Commission is supported and advised by a small secretariat.

**Main Objectives of the Opportunity**

* To update the Parades Commission website with relevant parade notifications, ensuring that the information posted is accurate and up to date
* To provide administrative support to caseworkers
* To assist with issuing Parades Commission determinations and other correspondence in line with office procedures
* To prepare files and collate parade related reports as required
* Reception duties during weekly Commission meeting as required
* General office duties and support services for Commission as required – photocopying, filing, preparation of rooms for Commission meetings etc
* Respond to telephone and email queries as required
* To assist with the EOII duties and provide cover during absences
* Other ad hoc duties, as required

*Note:*

*The successful officer may occasionally be required to work outside normal hours, particularly during the main parading period of June – August. There will also be restrictions on annual leave during these months.*

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**The Successful Candidate should have:**

* Strong organisational and administrative support skills, including the ability to use the Commission’s Parade online notification system (full training will be provided)
* Interpersonal skills to deal with queries from members of the public and to work as a key member of a small secretariat team.

**4. Personnel: Please state below**

 Who will the individual report to?

Office Manager

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

Office Manager

**5. Transfer of learning**

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

 individual and their organisation.

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| **Benefits to the Individual**This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to society by contributing to tackling issues associated with parading. **Benefits to the Parades Commission**The Parades Commission will benefit from the addition of an enthusiastic and proactive member of staff to the team.**Benefits to their Organisation**The returning candidate will have contributed to a long-running sensitive issue, deep rooted in Northern Irish history. They will have gained experience in working in a dynamic office environment, with a wide range of stakeholders and learnt new skills. |

**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.

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| **Start date:** As soon as the possible following successful completion of satisfactory pre employment checks.**Duration:**  Two year full-time secondment opportunity up to 31 March 2021 (may be extended up to one further year, subject to the agreement of all parties).**Location:** Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.**Resources:** Office based with relevant facilities. **Salary Scale:** £20,692-22,739, under review (NICS Administrative Officer Pay scale). The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis. **Selection:** A paper sift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with the Deputy Secretary and a member of her team, to discuss the skills, experience the applicant(s) would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.**Contact:** If you require any further information about the post, please contact Nuala Higgins in the Parades Commission on 028 9089 5900, or by e-mail nuala@paradescommissionni.org.**Closing Date:** 5.00pm on Friday 22 February 2019.**To save time and inconvenience, only those applicants willing to accept the post should apply.****Staff who have previously been on secondment to the Parades Commission must have completed more than 24 months away from the Commission before being eligible to apply.  This is in line with Commission Rotation Policy requirements.** |

**7. Endorsement**

 **Interchange Manager**

Elizabeth Martin

Signed

11 February 2019

 Date