# Hosting 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 9038 3839

Number

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E-mail

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| Lead Officer for Performance People & Pathway Development  Maternity Cover – 12 months |

Type of opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| The job will focus on the most significant priorities within the identified timeframe. This takes into account the existing Sporting Winners Investment Programme and also the existing pilot work that has been initiated in both People and Pathway Development. This pilot work will need to be completed and reviewed in order to inform future priorities. It is key that work in these areas is integrated with other development initiatives so that Sport Northern Ireland presents a cohesive package of support to sports in order to assist them with delivery of benefits in the short, medium and longer term. |

Main objectives of the opportunity

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| The main areas of responsibility are listed below   * Represent Sport Northern Ireland within the UK Sport Initiative (Project Connect), working with colleagues to develop resources and own learning in order to share these with appropriate SNI staff, build capability and ensure maximal coherence within Sport Northern Ireland operational delivery. * Be responsible for the quality of service delivery within People and Pathway support to sports within the Sport Northern Ireland investment programmes and prioritised projects. This will include reporting within the project board structures, seeking feedback and contributing to reviews. * Lead and manage the planning, development and delivery of the current Connect People Development Programme Pilot involving 4 sports – Boxing, Athletics, Swimming and Hockey * Contribute to the review of this Connect People Development Programme Pilot once complete.   A full Job Description can be located in Annex A |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate will need to demonstrate:  \*A relevant degree or equivalent qualification.  \*A coaching qualification relevant to performance sport.  \*3 years’ experience leading the design, delivery and evaluation of training and development opportunities.  \*Experience representing your organisation in collaborative projects with external partners.  \*Experience working with key stakeholders in a sporting context.  \*Experience of leading learning with adult groups. |

**4. Personnel: Please state below**

Who will the individual report to?

Interim Director of Performance – Peter McCabe

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

Interim Director of Performance – Peter McCabe

**5. Transfer of learning**

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

individual and their organisation.

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| **Individual**   * Experience working in a Performance Department within an Arm’s Length Body; * The broad range of experience and responsibility from working closely with Performance Professionals; * 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 in Performance People & Pathway 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 the provision of strong Performance People & Pathway Development service. |

**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 a suitable candidate has been identified and a release date has been agreed.  **Duration:** It is anticipated that this opportunity will continue for 12 months  **Location:** House of Sport, 2A Upper Malone Road, Belfast.  **Salary**: NICS DP Salary scale. Sport NI will meet salary and any associated costs.  **Form of Transport**: The successful candidate must have access to a form of transport to fulfil the duties of the post  **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 Peter McCabe by email at [petermccabe@sini.co.uk](mailto:petermccabe@sini.co.uk) .  **Closing Date:** Applications must be submitted by 5.00pm on Friday 15 March 2019 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

27th February 2019

Date

**ANNEX A**

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Lead Officer for Performance People & Pathway Development |
| **RESPONSIBLE TO:** | Interim Director Performance Sport |
| **GRADE:** | Deputy Principal |
| **DURATION:** | Up to 12 months with start date anticipated April 2019 |

**Job Purpose**:

The job will focus on the existing Sporting Winners Investment Programme and also the existing pilot work that has been initiated in both People and Pathway Development. This pilot work will inform future priorities in the field. It is key that work in these areas is integrated with other development initiatives so that Sport Northern Ireland presents a cohesive package of support to sports in order to assist them with delivery of benefits in the short, medium and longer term.

**Main Areas of Responsibility:**

* Ensure the quality of service delivery within People and Pathway support to sports within the Sport Northern Ireland investment programmes and prioritised projects. This will include reporting within the project board structures, seeking feedback and contributing to reviews.
* Lead and manage the planning, development and delivery of the current Connect People Development Programme Pilot involving 4 sports – Boxing, Athletics, Swimming and Hockey.
* Contribute to the review of this Connect People Development Programme Pilot once complete.
* Apply learning from the Connect People Development Programme Pilot to inform design and development of next steps.
* Represent Sport Northern Ireland within the UK Sport Initiative (Project Connect), working with colleagues to develop resources and own learning in order to share these with appropriate SNI staff, build capability and ensure maximal coherence within Sport Northern Ireland operational delivery.
* Lead and manage the planning, development and delivery of the Pathway Health check Programme in order to identify sport needs.
* Develop an action plan and manage implementation of appropriate solutions in order to address needs identified following initial deployment of the Pathway Health check
* Line manage an additional staff member to deliver targeted and prioritised interventions within the sphere of People and Pathway Development, setting clear objectives and monitoring progress towards these.
* Ensure that the learning from People and Pathway work is transferred to colleagues within Sport Northern Ireland who are also engaged in workforce development, in order to build capability and capacity.
* Contribute to insight gathering as required by the Director in order to inform strategic planning.

**Additional Information**

This job specification should 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 light of the changing needs of the organisation*.*