# 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

028 9038 3839

 Number

chrishalliday@sportni.net

 E-mail

Type of opportunity

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| Temporary Secondment Opportunity – Until March 2020 with possibility of extension |

**2. Details of hosting opportunity**

 Description of opportunity

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| 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.  |

 Main objectives of the opportunity

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| 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 financial procedures in financial administration of projects to ensure the completeness and accuracy of information between Sport NI and award recipients.
* Vouching of grant claims and supporting documentation, preparing them for approval and payment.
* 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.

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 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 paper and electronic file management.\*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?

Coaching Consultant

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

Coaching Consultant

**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 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, 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 until 31 March 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 2 Salary Scale (£24,429-£25,225) and other related costs will be funded by Sport NI. **Form of Transport**: The successful candidate should have access to a suitable form of transport in order 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 Alan Curran by email at: alancurran@sportni.net **Closing Date:** Applications must be submitted by **5.00pm on Friday 05 April 2019** to**:** **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net****For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

Chris Halliday

Signed

20/03/2019

 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**

To be part of a team that delivers within the Sport NI corporate plan Sporting Clubs objective: *to enable more people to reach their sporting goals through a structured environment*. Engaging with partners to deliver against investment principles within the club and workforce development environments.

**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:
	* Financial administration of projects to ensure the completeness and accuracy of information between Sport NI and award recipients.
	* Vouching of grant claims and supporting documentation, preparing them for approval and payment.
	* 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.
2. **GENERAL ADMINISTRATION**
	1. Develop, implement and maintain systems and procedures.
	2. Respond to enquiries regarding programmes and awards, either in writing or in person or by telephone.
	3. Draft papers, reports and policy documents as discussed and agreed by line manager.
	4. Ensure completeness of documentation and files in accordance with policies and procedures.
	5. Filing and retrieval of records as required.
	6. Minutes taking, typing up and circulation as directed.
	7. Maintain team procurement systems and procedures.
	8. Assist in the updating of Performance programme web content.
	9. Diary management for self, line manager, team as required.
3. **INFORMATION MANAGEMENT**
	1. Using Management Information Systems, to manage, monitor, report and recommend actions.
	2. Maintain and update the financial information held on the grants information system database.
	3. Extract reports and statistics from Management Information System as requested.
4. **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.