# 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

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Address

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Number

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E-mail

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| Temporary Opportunity – Project Coordinator - Until 31 May 2020 (with potential for extension) |

Type of opportunity

**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.  Reporting directly to the Acting Head of Performance Programmes, this exciting opportunity will allow the successful candidate to apply their project management skills within the Sports Institute in order to assist the delivery of high performance sport. |

Main objectives of the opportunity

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| The main areas of responsibility of the Programme Coordinator are listed below:   * Working as part of a project team to design the application, submission & assessment for the programmes that will replace Sporting Winners in April 2021. * Undertake a review of the existing components of the current Sporting Winners programme in order to further enhance operations in year 4 (2020-21) & inform operational design for the replacement programme due to launch in April 2021. * Lead the introduction of enhanced workflows & processes regarding the management of the athlete journey through the Sports Institute from their induction to exit. * Manage discrete small scale projects that sit within the remit of the Performance Programmes team. * Develop reporting capability to generate summary dashboards & visualisations to enhance decision making. * Demonstrate a high performance culture & work to promote multidisciplinary teamwork. * Participate in organised training & annual performance review process.   **A full Job Description can be located at 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:   1. A qualification relevant to Project Management. IE Prince 2, PMP, MSP. 2. A third level degree or equivalent qualification. 3. A minimum of 3 years’ experience in the application of project management methodologies within a project and/or programme environment. 4. Experience working with senior management personnel to achieve targets within a specified timeframe. 5. Experience of collaborative work with individuals from other disciplines in order to achieve successful outcomes.   **Desirable Criteria**   1. Experience of working in a sport context as an athlete, coach, official or administrator. This may have been in a voluntary role. 2. Experience in data visualisation. |

**4. Personnel: Please state below**

Who will the individual report to?

Acting Head of Performance Programmes – Richard Archibald

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

Acting Head of Performance Programmes – Richard Archibald

**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 high performance sport environment within an Arm’s Length Body. * The broad range of experience and responsibility from working closely with professionals in a high performance sports environment. * 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 postholder’s experience and develop his/her abilities in a broad range of areas in a Performance Programmes team 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 project management expertise. |

**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 May 2020. Any further extension will be subject to the agreement of all parties and funding.  **Location:** Sport Northern Ireland Sports Institute, University of Ulster, Shore Road, Newtownabbey BT37 0QB  **Salary**: £30,149 - £31,760. Sport NI will meet salary and any associated costs at the relevant point on the NICS Staff Officer salary scale (or equivalent).  **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 in Sport NI by email at [petermccabe@sini.co.uk](mailto:petermccabe@sini.co.uk).  **Closing Date:** Applications must be submitted by 9:00am on Monday 3 June 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

15 May 2019

Date

**Annex A**

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

**Job Title: Programme Coordinator**

**Grade: Staff Officer**

**Job Purpose**:

This is an exciting opportunity for an individual to apply their project management knowledge and skills within the Sport Northern Ireland Sports Institute in order to assist delivery to high performance sport.

This temporary role will focus on the most significant priorities within the high performance programme. This takes into account the existing Sporting Winners Investment Programme and also the delivery of performance enhancing services into National Governing Bodies of Sport.

The Sporting Winners Programme involves investment of up to £2.7M within 2019/20 into the high performance programmes run by National Governing Bodies of sport. The athletes and coaches in these programmes are delivering performance at the highest levels of international sport (World, Olympic / Paralympic, European and Commonwealth). In addition athletes within these high performance programmes may also receive a cohesive package of support services from the Sport Northern Ireland Sports Institute in order to enhance their performance.

Athletes succeeding at the top level of international sport requires smooth operating backstage support both within the sport and within key funders such as Sport Northern Ireland.

Note that the Sport Northern Ireland Sports Institute will be the base for this post but the role will require working from other SNI venues from time to time e.g. House of Sport. The Sports Institute delivers a range of sports medicine and sport science support services.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. **FINANCIAL PROCEDURES/PROCESSES:**
   1. Work as part of a project team to design the application, submission and assessment for the programme that will replace Sporting Winners in April 2021 and run for the next cycle.
   2. Undertake a review of the existing components of the current Sporting Winners programme in order to further enhance operations in year 4 (2020-21) and inform operational design for the replacement programme due to launch in April 2021.
   3. Review, and if necessary redesign and operationalise, workflows and processes within the annual 'service scoping' phase that takes place between Sporting Winners sports and the Institute providers. The successful completion of the scoping will be the creation of service level agreements between the Institute and National Governing Bodies of sport.
   4. Lead the introduction of enhanced workflows and processes regarding management of the athlete journey through the Sports Institute from their induction to exit.
   5. Manage discrete small scale projects that sit within the remit of the Performance Programmes team e.g. Athlete Awards.
   6. Develop reporting capability to generate summary dashboards and visualisations to enhance decision making.
   7. Liaise with the Communications team to ensure that the key information being promoted externally relating to the Sporting Winners Programme is up to date.
   8. Demonstrate a high performance culture and work to promote multidisciplinary teamwork.

**2.0 ADMINISTRATION:**

2.1 Develop, implement and maintain, systems, procedures and policies.

2.2 In liaison with line manger respond to correspondence as required.

2.3 Draft papers, reports, policy documents as discussed and agreed by line manager.

**3.0 GENERAL:**

3.1 Demonstrate, in all aspects of the work, commitment to quality and customer service.

* 1. Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment and software at Sport Northern Ireland.

3.3 Take an active part in the annual and mid-year Performance Review process, including the identification and bring to the attention of your line manager areas of learning and development to meet agreed objectives.

3.4 Any other relevant and related duties as may reasonably be required by your line manager.

***The main duties and responsibilities are indicative of those required for a Programme Coordinator post within Sport Northern Ireland. The list is not exhaustive.***