# 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

chrishalliday@sportni.net

 E-mail

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| Temporary Opportunity – Until 31 May 2020 (with potential for extension) – Club and Workforce Advisor |

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 to the Performance Systems Manager, this exciting opportunity will see the successful candidate engaging with our partners to deliver against investment principles within the club & workforce development environment. |

 Main objectives of the opportunity

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| The main areas of responsibility of the Club & Workforce Advisor are listed below: * To manage the delivery of a number of club & workforce development programmes & investments.
* To manage & disseminate examples of good practice in the development delivery & management of sustainable club & workforce programmes.
* To assist with the development of new Sport NI investments which align to the strategic objectives of the organisation.
* To provide advice & guidance to Sport NI & external partners in respect of club & workforce policy developments & identify implications for sport.
* To identify & implement opportunities for innovation, increased efficiency & improved effectiveness in the delivery of Sport NI investment programmes.
* To manage budgets for the development & implementation of Sport NI programmes

 **A full Job Description can be located at Annex A**  **A Person Specification is at Annex B** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate will need to demonstrate: **Essential Criteria**1. A degree or equivalent 3rd level qualification which can be proven relevant to the post **OR** three years full time (or equivalent part time) experience which can be proven relevant to the post.
2. Two years full time (or equivalent part time) experience of the management & delivery of club or people development programmes & initiatives.
3. Two years full time (or equivalent part time) experience of developing & maintaining productive working relationships with a wide range of stakeholders.
4. Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.
5. The ability to work flexible hours including evening & weekend duties as necessary.
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**4. Personnel: Please state below**

 Who will the individual report to?

Performance Systems Manager – Alan Curran

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

Performance Systems Manager – Alan Curran

**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 post holder’s experience and develop his/her abilities in a broad range of areas in a Performance Systems 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 club & workforce advice 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, 2a Upper Malone Road Belfast, BT9 5LA**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 Alan Curran in Sport NI by email at alancurran@sportni.net**Closing Date:** Applications must be submitted by 9:00am on Monday 17 June 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

23 May 2019

 Date

**ANNEX A**

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

**Job Title: Club & Workforce Advisor**

**Grade: Staff Officer**

**Job Purpose**:

This is an exciting opportunity for an individual to apply to work within Sport NI

This temporary role will focus on being part of an exciting 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.*

The successful applicant will engage with our partners to deliver against investment principles within the club & workforce development environments.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To manage the delivery of a number of club and workforce development programmes and investments.
2. To identify and disseminate examples of good practice in the development, delivery and management of sustainable club and workforce programmes.
3. To assist with the development of new Sport NI investments which align to the strategic objectives of the organisation.
4. To provide advice and guidance to Sport NI and external partners in respect of club and workforce policy developments and identify implications for sport.
5. To identify and implement opportunities for innovation, increased efficiency and improved effectiveness in the delivery of Sport NI investment programmes.
6. To manage budgets for the development and implementation of Sport NI programmes.
7. To actively contribute to the work of the Club & Workforce Development Unit within the Sport NI Performance Team.
8. To ensure effective monitoring, reporting and evaluation of all projects and programmes for which the post holder has a responsibility.
9. To take an active part in the preparation and participation of annual Performance & Development Reviews
10. To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the post’s overall objectives.

**ADMINISTRATION:**

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

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

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

**GENERAL:**

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

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

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.

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 Project Coordinator post within Sport Northern Ireland. The list is not exhaustive.***

**ANNEX B**

**SPORT NORTHERN IRELAND**

**PERSONNEL SPECIFICATION**

**Job Title: Club & Workforce Advisor**

**Term: 12 Months (with the possibility of extension)**

**Responsible To: Performance Systems Manager**

**Grade: Staff Officer (£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).

***ESSENTIAL CRITERIA:***

The successful candidate will need to demonstrate:

1. A degree or equivalent 3rd level qualification which can be proven relevant to the post **OR** three years full time (or equivalent part time) experience which can be proven relevant to the post.
2. Two years full time (or equivalent part time) experience of the management & delivery of club or people development programmes & initiatives.
3. Two years full time (or equivalent part time) experience of developing & maintaining productive working relationships with a wide range of stakeholders.
4. Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.
5. The ability to work flexible hours including evening & weekend duties as necessary.

**Please note:**

\*Only applicants who can demonstrate by example that their qualifications and experience meet the essential criteria will go forward to the next stage of the recruitment and selection process