NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Arts Council of Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Witney Williamson

Name

Organisation/

ACNI

Department

1 The Sidings

Antrim Road

Lisburn

BT28 3AJ

Address

028 9262 3524

N/A

Telephone Fax number

Number

wwilliamson@artscouncil-ni.org

E-mail

**Assistant Arts Development Officer**

Secondment – until June 2020 with the possibility of an extension subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

**Assistant Arts Development Officer**

One Interchange opportunity is available to work in the Arts Council of Northern Ireland. The post is equivalent to Executive Officer 1 in the NICS and will involve working within the Arts Council’s drama, dance and literature team.

The successful applicant will have demonstrable experience in a similar role involving general administrative duties which included the administration of projects, schemes and initiatives, verification of data input; and the maintenance of manual and computerised record systems.

Main objectives of the opportunity

**Job Description**

**Grants Assessment:**

* Assess whether financial and administrative information provided meets ACNI criteria and prepare appropriate reports.
* Create and maintain appropriate records on the grant administration systems.
* Attend and support the Arts Development Officer at moderation meetings.

**Grants Monitoring:**

* Monitor and track the administrative and financial aspects of awards as appropriate to ensure compliance.
* Undertake the checking of financial paperwork, e.g. quotation and receipt checking and initiate payments within delegated limits.
* Compile financial and other reports to inform management decisions.
* Under the direction of the Director of Operations, validate and verify client project expenditure records through on site visits; compile short report indicating any findings and / or follow up action (including ensuring processes and systems comply with audit standards.)
* Respond to queries and support the Director of Operations as necessary.

**Client Relations:**

* Manage a specified portfolio of clients through planned contact.
* Participate in client/sectoral meetings in support of Arts Development Officers as required.
* Provide advice and guidance at pre project stage and through the application process and the life of the project.
* Support the implementation of the Arts Council's policy in relation to its statutory compliance functions.
* Support ad-hoc projects/initiatives as they arise.
* Demonstrate support for the ACNI service charter.
* Attend team meetings.
* Undertake any other appropriate duties which may reasonably be allocated.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

Candidates will be required to demonstrate experience of:

1. A minimum of 3 years’ full-time employment (or equivalent) within the last 5 years in a similar role involving general administrative duties which included:

* the administration of projects, schemes and initiatives;
* verification of data input; and
* the maintenance of manual and computerised record systems.

1. Knowledge of governance and financial control measures.
2. The ability to:

* assimilate and analyse information;
* assess applications for funding against stated criteria;
* formulate decisions and make recommendations.

1. Excellent communication skills in dealing with people at all levels (both internally and externally).
2. Demonstrate an ability to work on own initiative or as part of a team.

**Desirable Criteria**

* Experience of administering the disbursement of grants or benefits.

**4. Personnel: Please state below**

Who will the individual report to?

Head of Drama & Literature

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

Head of Drama & Literature

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

The post holder will benefit from working with an extensive range of stakeholders and will gain valuable experience in contributing towards the development of Arts Council policies and procedures. The post holder will have the opportunity to engage directly with the Arts Sector clients and staff of the ACNI.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in a number of areas including project management and carrying out investigation and analysis and making recommendations.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of a key Departmental and Ministerial priorities while providing the opportunity to widen the skills and experience of the existing Team.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date**: The objective is for the successful candidate to be in post by 2 September 2019 at the latest. This opportunity will be for 10 months until June 2020, with the possibility of an extension, subject to the agreement of all parties.

**Location**:

The post-holder will be based at the Arts Council of Northern Ireland, 1 The Sidings, Antrim Road, Lisburn, BT28 3AJ.

Due to the reform of property management the Arts Council will relocate soon to Linen Hill House, Linenhall Road, Lisburn.

**Selection**: will be by interview by Head of Drama & Literature and Operations Manager.

**Salary Scale**: £26,962 - £27,819. Salary and other related costs will be met by the Arts Council of Northern Ireland.

**Further information**: For further information please contact Witney Williamson at [wwilliamson@artscouncil-ni.org](mailto:wwilliamson@artscouncil-ni.org) or 028 9262 3524.

**Closing Date:** Applications must be submitted by 5.00pm on Monday 19 August 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**

Witney Williamson

Signed

31/07/2019

Date