# Hosting Proforma

Department for Communities

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Fionntan Magee

 Name

 Organisation/

Languages Branch

 Department

Department for Communities
Causeway Exchange
1-7 Bedford Street
Belfast, BT2 7EG
Textphone: 028 9052 9304

 Address

 Telephone Fax number

Tel: 028 9051 5113

 Number

Fionntan.Magee@communities-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment: Líofa Support Officer Irish Language Sector**

**2. Details of hosting opportunity**

 Description of opportunity

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| The Líofa Support Officer is an Irish Language related EO1 post. The post holder will support the Líofa Officer. The Líofa Project is based in Languages Branch Department for Communities and aims to encourage people to sign-up to become fluent in Irish. The post holder will work in both English and Irish, primarily on Líofa and also on the Gaeltacht Quarter Action Plan for economic and social regeneration and on the proposed Irish Language Academy. The work will include the development of Líofa policy/strategy to ensure that Líofa continues to support individuals toward the goal of improving their fluency in Irish; the management and administration of the Líofa Gaeltacht Bursary Scheme and other Irish Language support schemes; and the management of the Líofa website including editorial work. The postholder will also be closely involved with the implementation of the Gaeltacht Quarter Action Plan in conjunction with delivery partners and the development and delivery of projects relating to the Gaeltacht Quarter action Plan and the proposed Irish Language Academy.  |

 Main objectives of the opportunity

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| The Líofa Support Officer is an EO1 post with the specialist requirement that the post-holder is a fluent Irish speaker who is confident in both the written and spoken word and be able to translate from Irish to English and English to Irish. [ Translation work is a minimal part of the post]The post provides an opportunity to work in central government and will provide experience of policy; strategic thinking; communication, governance and financial skills.  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The Líofa Support Officer is an Irish Language EOI post with the specialist requirement that the post-holders be fluent Irish speakers and be able to translate. Interchange Applicants must have: 1. A degree (or equivalent) in Irish, Celtic Studies, Education with Irish or a dual degree within which Irish or Celtic Studies is a major component\* 2. Fluency in the Irish Language and experience in translation of Irish to English and from English to Irish. 3. Possession of driving license and access to a car. Then following experience is advantageous:-1. Experience of having worked with community groups or organisations to promote the Irish Language. 2. Experience of planning, developing and implementing projects including economic and social regeneration. 3.Experience of preparing website material and monitoring content 4. Experience of financial management including developing business cases and monitoring a budget. **Líofa Support Officer Main duties and Responsibilities Assist the Liofa Officer in the following areas:-** * The development of Líofa policy/strategy in both Irish and English to ensure that Líofa continues to support individuals toward the goal of improving their fluency in Irish.
* The management and administration of the Líofa Gaeltacht Bursary Scheme in both Irish and English.
* The management of the Líofa website in conjunction with the departmental Communication Team including changes to editorial content, drafting of news stories, management and monitoring of social media in English and Irish.
* The planning, development and delivery of Líofa projects in Irish and English including organisation of Líofa activities/events such as Intensive Irish Language courses to provide practical support for Líofa participants.
* The planning and delivery of outreach work in Irish and English such as school visits or other appropriate outreach
* The initial drafting of briefing on issues that relate to Irish language issues and other briefing as directed by line management.
* The initial drafting and preparation of Business Cases, Letters of Offer and Post Project Evaluations.
* Assist in the monitoring of the Gaeltacht Quarter Action Plan
* Assist in the evaluation and vouching of financial documentation in relation to the delivery of the Gaeltacht Quarter Action Plan.
* Assist in the integration of the Gaeltacht Quarter Actin Plan with the work of other sections of the Department for Communities.
* Assist in engagement with a wide range of stakeholders to inform them of the Department’s work on the Gaeltacht Quarter and Irish-Language Academy.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Fionntan Magee  |

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

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| As above |

**5. Transfer of learning**

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

 individual and their organisation.

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| The work includes Irish language promotion and also economic and social development and regeneration work through the Irish Language in relation to the Gaeltacht Quarter. This work helps develop a strategic understanding of key economic and social issues relating to Irish and has a high level of transferability for anyone involved in the Irish Language Sector.  |

**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**: 1 October 2019 or as soon as possible after that date.**Duration**: For one year initially but with the possibility of an extension of a further two years.**Location**: Department for Communities, Causeway Exchange, 1-7 Bedford Street Belfast, BT2 7EG **Resources**: Assist in managing the Gaeltacht Bursary Scheme and Dianchursai Management of the Líofa Web-site. **Funding**: DfC will meet salary and associated expenses (as described in resources - annual budget in excess of £50k)**Form of transport**: The successful candidate should have access to a suitable form of transport to fulfil the duties of this post.**Further information**: Please contact Fionntan Magee on tel: 028 9051 5113 or by email at: fionntan.magee@communities-ni.gov.uk **Closing Date:** Applications must be submitted by 5.00pm on Friday 20 Sept 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**

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| **Fionntan Magee** |

**Signed:**

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| **30 August 20019** |

**Date:**