# Hosting Proforma

Antrim and Newtownabbey Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Jennifer Close

Name

Organisation/

Human Resources

Department

Antrim Civic Centre

50 Stiles Way

Antrim

BT41 2UB

Address

Telephone Fax number

02890 340084

Number

[humanresource@antrimandnewtownabbey.gov.uk](mailto:humanresource@antrimandnewtownabbey.gov.uk)

E-mail

Type of Opportunity

Secondment - PEACE (IV) Programme Co-ordinator

**2. Details of hosting opportunity**

Description of opportunity

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| This post will be responsible for the development and delivery of the PEACE IV Strategy and Action Plan for Antrim & Newtownabbey Borough Council.  Working in support of the PEACE IV Partnership, the objectives of the post are to ensure full and appropriate allocation and spend of PEACE IV funding across the Borough, and to fulfil the aims and objectives of the Programme as set out in the Strategy and Action Plan. The post holder will effectively manage staff and all related financial resources to ensure effective delivery across the Borough, comprehensive monitoring/evaluation of the programmes, including complex revenue programmes and capital projects as detailed within the Peace IV Action Plan.  The post holder will also be responsible for developing an exit strategy for the PEACE IV Programme, to include closing down the existing programme and future planning for a new potential PEACE Programme. |

Main objectives of the opportunity

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| 1 | To assist in the delivery of the PEACE IV Strategy and Action Plan and to facilitate the Partnership and relevant Committee to achieve the associated aims and objectives. |
| 2 | To develop, deliver and review an implementation plan which will detail how the action plan will be delivered including the prioritisation of actions across the Borough and achievement of targets for spend. |
| 3 | Liaise with the PEACE IV Partnership and relevant Committee to formulate terms of reference and undertake a quotation/tendering process for the appointment of appropriate delivery agents to deliver actions detailed within the action plan. Where an open call or alternative method of appointment is selected to design and implement the mechanism for awarding funding e.g. small grants programme. To manage contracts, tenders and quotes in compliance with Antrim and Newtownabbey Borough Council policies. |
| 4 | To establish appropriate systems for the effective administration of the PEACE IV programme including application and assessment procedures, funding agreements with project promoters, payment procedures and monitoring/evaluation systems. |
| 5 | To operate within the approved budget including the business plan and programme allocation and ensure that all relevant internal and external management information is captured, maintained, developed and presented where required, throughout the life of the programme. |
| 6 | To continually monitor financial expenditure to ensure that the terms of the offer made by the Special European Union Programmes Body are adhered to and that annual budgets are accurate and in line with spend targets and within all guidelines. |
| 7 | To manage the delivery of a resource allocation process delivered to community groups throughout the Borough, ensuring appropriate financial accountability and project monitoring. |
| 8 | Continual monitoring of the management, delivery and financial accountability of internal Council projects in receipt of PEACE IV funding, including complex programmes and capital projects as detailed within the Peace IV Action Plan. |
| 9 | To direct and manage the PEACE IV Officer Group to ensure efficient and effective implementation of PEACE IV to include compliance by project promoters to the rules and regulations of the Operational Programme and other appropriate guidance. |

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| 10 | To liaise with relevant officers, internal and external to Council, to ensure that there is a joined up approach to the delivery of strategies and action plans linked to PEACE IV and with an emphasis on Good Relations, Community Planning, Community Development and Economic Development. |
| 11 | To ensure transparency and accountability throughout all the activities undertaken through the programme. |
| 12 | To co-ordinate Partnership and Interagency working with appropriate sub-groups and working groups including facilitation of meetings, preparation of papers, financial and progress reports and presentations where necessary. |
| 13 | To participate in the Community Planning process, promoting the PEACE IV Action Plan, projects and delivery, including Place Shaping Forums. |
| 14 | To ensure advice and support is provided to potential promoters in the preparation of applications for funding and to provide ongoing support to ensure high quality delivery. |
| 15 | To support, guide and motivate the members of the PEACE IV Partnership and relevant Committees to ensure that the structures are open, transparent, fair and effective mechanisms for the delivery of the allocated funding. |
| 16 | To foster contacts with relevant bodies involved in the delivery of PEACE IV including the Special EU Programmes Body, relevant government departments and cross-border bodies as appropriate. |
| 17 | To publicise and promote all aspects of the programme through project launches, events and seminars and to ensure the full implementation of the Communication Plan. |
| 18 | To identify and prepare bids for funding outside of the PEACE IV allocation which will support and advance the delivery of the PEACE IV strategy and action plan. |
| 19 | Undertake all duties in such a way as to enhance and protect the reputation and public profile of Antrim and Newtownabbey Borough Council and the PEACE IV Partnership. |
| 20 | Comply with and actively promote a positive approach to Fair Employment, Equal Opportunities (inc Section 75) and Health & Safety and to adhere to all Council’s policies and procedures. |
| 21 | The PEACE IV Programme Co-ordinator is responsible for coordinating the management and implementation of the PEACE IV Strategy and Action Plan. The postholder will also contribute to the development and implementation of Council policy and programmes as appropriate. |

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| 22 | The PEACE IV Programme Co-ordinator is responsible for ensuring an organisational culture exists within the PEACE IV team that is in keeping with the guiding principles of the corporate plan and community plan ‘Love Living Here’ and the delivery of services within the Best Value context. |
| 23 | The postholder has a statutory duty to ensure that projects, programmes and activities delivered through the PEACE IV programme comply with all legislative requirements in force at any given time. |
| 24 | To advise the Community Safety and Good Relations Manager and the Council on key issues and report to the relevant Committee as required in all matters relevant to the PEACE IV programme. |
| 25 | To establish and develop effective relationships at the highest level with Government Departments, statutory agencies and other partners who can contribute to the development of the programme across the cluster area. |
| 26 | To assist in the review of the PEACE IV Strategy and Action Plan over the period 2016-2021 to ensure effective implementation and to recommend change where appropriate. |
| 27 | To direct and line manage any relevant staff to ensure efficient and effective implementation of the programme and maximise community input and participation from across the cluster. |
| 28 | To devise appropriate methods and mechanisms for meaningful consultation with the community throughout the life of the programme to ensure that needs are adequately identified and addressed. |
| 29 | To work effectively with Elected Members in the development, implementation and review of all programmes. |
| 30 | To carry out all duties to the highest of professional standards, protecting the reputation and ensuring the integrity of the Council at all times. |
| 31 | To carry out performance appraisals of staff in accordance with Council’s policy. |
| 32 | To co-operate with the Council, its officers and staff to enable them, as far as necessary, to conform and comply with any duty or requirement imposed as a result of any law which may be in force regarding health and safety. |
| 33 | To carry out any other duties which may arise from time to time commensurate with the status of the post as requested by the Community Safety and Good Relations Manager and to assist the proper administration of Council services. |
| 34 | Any other duties which may be assigned in the delivery of the PEACE IV Programme. |
| 35 | To represent the Council on a regional Peace IV Officers Working Group. |

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| 36 | To prepare financial and progress reports, in keeping with SEUPB and Councils guidelines that demonstrates robust monitoring and evaluation of all spend and related activities. |
| 37 | Develop an exit strategy for the PEACE IV Programme to ensure sustainability and progression of PEACE IV outcomes, to include closing down the existing programme and future planning for a new potential PEACE Programme. |
| 38 | To be available from time to time to carry out duties outside of normal office hours and in addition to basic contracted hours. Such additional hours will be remunerated in line with Council’s approved policies at the time. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **ESSENTIAL QUALIFICATIONS**   * An HND or other level 5 qualification within the qualifications framework in a relevant discipline.   **If you are applying for this post on the basis of a qualification which you consider to be a relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the person specification. It is therefore your responsibility to demonstrate in your application how the qualification you possess is deemed equivalent to the qualification (s) detailed in the person specification. If requested, you must submit clear evidence in respect of the examining body which has verified its equivalency.**  **DESIRABLE QUALIFICATIONS**   * A professional membership in a relevant discipline is desirable.   **ESSENTIAL EXPERIENCE**   * At least 2\* years post qualification experience in programme management:  1. Managing a significant budget 2. Influencing policy and practice in a team-working context 3. Experience of EU Programme Management or similar 4. Experience of managing complex projects to include co-ordinating a number of specialist teams   **Consideration may be given to applicants who do not hold a HND or other level 5 qualification level 5 qualification within the qualifications framework in a relevant discipline but who can demonstrate a minimum of 3\* years relevant experience as above.**   * Experience of drafting programmes and policy advising a Partnership or similar organisation on matters of strategic management.   **DESIRABLE EXPERIENCE**   * Experience in the use of computerised payment and monitoring systems is desirable.   **ESSENTIAL SKILLS & ABILITIES**   * Ability to research and analyse complex issues related to the responsibilities of the post. * Ability to establish effective working relationships with other Councils, Central Government departments, Special European Union’s Programmes Body, Border Action, Community Relations Council and all other partner bodies. * Ability to lead, motivate and develop partnerships and individuals as appropriate. * Highly innovative and creative. * Ability to oversee complex capital and revenue projects.   **ESSENTIAL KNOWLEDGE**   * Comprehensive knowledge of governance and accountability practices with respect to the administration of funding. * Sound knowledge of available funding opportunities in the Northern Ireland context. * Competent in the use of Microsoft Office and Windows Applications.   **DESIRABLE KNOWLEDGE**   * An awareness of issues facing Local Government with respect to LGR and implications for the PEACE IV programme is desirable. * A working knowledge of social, economic and political policies which may influence the delivery of PEACE IV is desirable.   **OTHER ESSENTIAL CRITERIA**  Full current driving licence and access to a form of transport to enable the duties of the post to be carried out in full. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Andrew Irwin, Community Safety and Good Relations Manager |

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

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| Andrew Irwin, Community Safety and Good Relations Manager |

**5. Transfer of learning**

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

individual and their organisation.

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| This role will play an integral part in the Community Planning section within the Antrim and Newtownabbey Borough Council. The individual will have the opportunity to shape the community project, manage a substantial externally funded budget and liaise with multiple stakeholders to ensure project aims are delivered. |

**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 possible  **Duration**: This post is temporary until 31 March 2020 and is subject to extension.  **Location**: Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA  **Funding**: The Salary for this post is: £32,029 – £34,788 and will be funded under the European Union PEACE IV programme in Northern Ireland and the Border Region of Ireland.  **Further information**: Please contact Human Resource Department by email at: [humanresource@antrimandnewtownabbey.gov.uk](mailto:humanresource@antrimandnewtownabbey.gov.uk), 028 9446 3113.  **Selection**: Interviews for this post will be carried out week commencing 14 October 2019.  **Closing Date:** Applications must be submitted by 5.00pm on Monday 7 October 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**

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| **Jennifer Close** |

**Signed:**

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| **17/9/2019** |

**Date:**