NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Ulster Scots Agency

Name of Host

Organisation

**1. Interchange Manager’s details**

Lorna Elliott

Name

Organisation/

Ulster Scots Agency - Corporate Services

Department

31 Gordon Street

Belfast

BT1 2LG

Northern Ireland

Address

Telephone Fax number

028 9026 1988

Number

[lelliott@ulsterscotsagency.org.uk](mailto:lelliott@ulsterscotsagency.org.uk)

E-mail

Type of Opportunity

Director of Development - Secondment

**2. Details of hosting opportunity**

Description of opportunity

The North/South Language Body was set up as one of the North/South bodies under the Belfast Agreement of 1998. The body comprises two agencies, Tha Boord o Ulster-Scotch (The Ulster-Scots Agency) and Foras na Gaeilge (The Irish Language Agency). The Ulster-Scots Agency is part of the Language Body, which is a North/South implementation body sponsored by the Department of Culture, Arts and Leisure (DCAL) and the Department of Arts, Heritage and the Gaeltacht (DAHG). The Body was established on the 2nd of December 1999 under the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British Irish Agreement Act 1999. The functions of the Ulster-Scots Agency are the promotion of greater awareness and use of Ullans and of Ulster-Scots cultural issues, both within Northern Ireland and throughout the island.

Main objectives of the opportunity

**Organisational Responsibilities**

As a member of the Agency’s Senior Management Team, the post holder will be required to:

* Support the Chief Executive in the overall management of the organisation;
* Contribute to and support the strategic direction and business and planning processes of the organisation;
* Support proper allocation of resources to the Agency’s strategic priorities; and
* Support the overall corporate governance of the organisation.

**Primary Responsibilities**

The post holder’s primary responsibility will be for the leadership and management of the Agency’s Development Directorate, which is responsible for delivering two of the organisation’s four strategic aims:

**Inspire -** The Agency will identify, interpret and animate Ulster-Scots heritage, language and culture.

**Empower** – The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture.

The post holder will be expected to effectively manage the staff and resources of the Directorate in order to ensure delivery of the organisation’s objectives. They will also be expected to lead innovation in the work of the Directorate, developing new initiatives and attracting new resources which assist the Agency to maintain and enhance its impact in an increasingly uncertain financial environment.

**Summary of Responsibilities, Task and Duties**

**Leadership and Strategy**

Build the necessary partnerships, capacity and processes so that the Agency can deliver effectively on its corporate objectives in a dynamic delivery environment.

Identify and secure funding streams to support the delivery of corporate objectives and develop appropriate mechanisms for their control and effective management.

Manage and deliver thematic projects or initiatives and any other tasks as may from time to time be assigned.

Lead the directorate in a way which enhances the public images of the Agency.

Deputise for the Chief Executive as required.

**Community Development**

Support and develop the Agency’s work in building the capacity of local communities to engage with and become involved in delivery projects which promote Ulster-Scots language, heritage and culture.

Oversee the Agency’s grant-giving programmes, ensuring a strong policy framework which delivers on corporate objectives and achieves value for money.

**Cultural Development**

Manage the development of projects and programmes which promote Ulster-Scots language, heritage and culture in line with organisational objectives.

Oversee the Agency’s work in organising events and activities which promote Ulster-Scots language, heritage and culture to a wide range of audiences.

Manage the Agency’s communication activities in a way which ensures quality of engagement and authenticity of output.

**Policy Development**

Keep under review new developments in government policy, practice and legislation that may have an effect on the ability of the Agency to achieve its objectives and develop organisational responses as required.

Develop a range of organisational policies in respect of language, heritage and culture and effectively communicate these to a range of public sector stakeholders.

**Organisational Improvement**

Develop, control, manage and monitor the directorate’s budget; ensure proper appraisal and approval of projects under appropriate policies, guidelines and schemes; and contribute effectively to any efficiency targets set at a corporate level.

Ensure robust performance management arrangements within the directorate, in line with the Agency’s performance management framework, in order to support continuous service improvement.

Improve the capacity of the organisation for regeneration and good relations work.

**The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of changing organisational needs. The Agency reserves the right to change the duties of this post by adding to or amending the range of functional responsibilities.**

**3. Skills requirements**

What qualities, skills and experience is required from the individual

Applicants must at the closing date for receipt of applications, be able to demonstrate that they are educated to degree level in a relevant discipline.

**Experience**

Applicants must, at the closing date for receipt of applications, be able to demonstrate by providing personal and specific examples on the application form:

1. That they have 3 years successful experience in leading development activities within a business area or organisation.
2. This experience must also include:
   1. Managing the delivery of development issues through complex sector partnerships, brokering effective collaborative relationships with partners and a range of key stakeholders;
   2. Reporting regularly to senior executives (G7 and above) on strategic issues and the effective stewardship of resources;
   3. Providing effective leadership and motivation to individuals and teams, managing them in accordance with the principles of performance management and personal development;
   4. Formulating, implementing and reviewing corporate policy; and
   5. Contributing to the strategic direction of the organisation and supporting the corporate planning process.

**Skills and Attributes**

Applicants must possess the following skills and attributes which will be tested at interview:

**Strategic and business planning skills**

The ability to formulate, lead and implement strategies and policies and oversee the development of viable and effective operational business plans providing strategic and operational leadership to the Development directorate.

**Financial planning and budget management skills**

The ability to plan and manage the directorate’s financial affairs, including the ability to prioritise and target resources to deliver corporate objectives.

**Staff leadership**

The ability to provide excellent leadership to help staff perform at their best, through managing, motivating and developing them to achieve high performance.

**Interpersonal skills**

The ability to demonstrate a high level of interpersonal skills with the ability to develop and sustain sound working relationships with all internal and external contacts and to inspire confidence among board members, other directors, staff in all departments and external agencies.

**Team leadership and team working**

The ability to lead, motivate and manage a team and the ability to support the work of the Agency and Senior Management Team through team working, ensuring that resource implications are considered as an integral part of the Agency’s business processes.

**Analytical and problem solving skills**

The ability to demonstrate analytical skills that contribute effectively to the identification of trends, risks, prioritisation and problem solving.

**Communication skills**

The ability to demonstrate highly effective presentation and communication skills capable of influencing and persuading a wide range of people and organisations, both orally and in writing.

**Change Management**

An understanding of the principles of the change management and the ability to lead change, overcoming resistance to change.

**Performance management and service improvement**

The ability to apply performance management skills and to deliver the best services with a customer focus and ensure continuous improvement of support service functions across the Agency.

**Equality of opportunity**

The ability to demonstrate a personal commitment to the promotion of equality of opportunity and good relations with an understanding of the implications of promoting equality and diversity and of linking diversity issues to policy and service development and delivery.

**4. Personnel: Please state below**

Who will the individual report to?

Chief Executive Officer

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

Chief Executive Officer

**5. Transfer of learning**

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

individual and their organisation.

The benefits to each party are listed below:

USA: will benefit from the experience of a different organisation; will gain high quality development experience in various areas

Individual: will benefit from experience in a growing sector with a varied workload in Leadership and Strategy, Marketing and Promotion, Organisational Improvement and Community Development.

Individual’s Parent Organisation: will benefit from individual’s experience in a public sector arm’s length body with a mix community development, grants and funding, and marketing and promotions.

**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 post can be filled as soon as a suitable candidate has been identified and a release/start date has been agreed.

**Duration**: This will be a secondment to the Ulster Scots Agency for a period of twelve months, with the possibility of an extension (subject to agreement of all parties).

**Location**: Ulster Scots Agency – 31 Gordon Street, Belfast BT1 2LG.

**Form of transport**: Travel will be required in NI therefore access to a suitable form of transport which allows the individual to fulfil the requirements of the post will be required.

**Funding**: Salary and associated costs will be funded by USA and the salry range is: £37,272 - £40,979

**Selection**: A shortlist may be prepared based on the information submitted on the candidate pro forma and only those shortlisted will be called for interview. It is important therefore to state how and to what extent you meet all the experience knowledge and skills listed above.

**Contact**: For further information about this position, please contact:

Lorna Elliott

HR/Office Manager

Ulster Scots Agency

Tel: 028 9026 1988

E: [lelliott@ulsterscotsagency.org.uk](mailto:lelliott@ulsterscotsagency.org.uk)

**Closing Date:** Applications must be submitted by 5.00pm on Friday 18 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**

Lorna Elliott

Signed

25th September 2019

Date