# Hosting Proforma

The Executive Office

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Colin Moffett

 Name

 Organisation/

The Executive Office

 Department

Castle Buildings

Stormont Estate

Belfast

BT4 3SR

 Address

 Telephone Fax number

028 9052 8108

 Number

Colin.moffett@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

Fixed term interchange – Local Support Officers (x2)

**2. Details of hosting opportunity**

 Description of opportunity

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| The Executive Office (TEO) has been tasked with taking forward **Commitment B4** within the Tackling Paramilitary Activity, Criminality and Organised Crime Executive Action Plan which provides that “The Executive should establish a fund to support ambitious initiatives aimed at building capacity in communities in transition, including through developing partnerships across civil society and across community divisions”.The Communities in Transition Project aims to support eight identified geographic areas across Northern Ireland, where there has been a significant history of paramilitary activity and coercive control, to move to more open and accessible communities where paramilitarism no longer play a role. The areas of focus are:* **Carrick & Larne** (Antiville and Kilwaughter in Larne together with Northland and Castlemara in Carrick)
* **Derry/Londonderry** (Brandywell and Creggan)
* **North Down** (Kilcooley & Rathgill)
* **Lurgan** (Drumgask and Kilwilkie)
* **West Belfast** (Lower Falls, Twinbrook, Poleglass, Upper Springfield, Turf Lodge and Ballymurphy)
* **North Belfast** (New Lodge and Greater Ardoyne)
* **Shankill** (upper and lower, including Woodvale)
* **East Belfast** (The Mount and Ballymacarrett)

Following an extensive period of consultation with stakeholders in these areas a series of proposals were developed and subsequently approved. These projects are now progressing to delivery.There are now opportunities to join the Communities in Transition team and support delivery of projects across the CIT areas on the ground. The Team is seeking suitably experienced individuals with the confidence to work primarily in the 8 areas, alongside delivery partners, to ensure that the projects being delivered successful and achieve positive outcomes for those living within the areas. |

 Main objectives of the opportunity

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| To add experienced and enthusiastic new members of staff to the Communities in Transition Team in order to support delivery of projects on the ground and ensure achievement of objectives. The individuals selected will be expected to undertake a range of grade appropriate duties at Executive Officer II level, specifically including:* Providing support to the local area co-ordinators, including support at meetings, minuting meetings where required and follow-up on action points;
* Assist the local co-ordinators with administration tasks;
* Meeting servicing (room booking/refreshments etc.)
* Assist the area co-ordinators with delivery of the agreed projects in each CIT area;
* Monitor and report on progress of projects throughout the agreed delivery period, highlighting performance issues and identifying remedial action where required;
* Provide advice guidance and support to stakeholders in the delivery of agreed projects, including on OBA, governance and procurement requirements;
* Coordinate collation of project data to assist in production of monthly/quarterly reports to TEO
* Assist the Strategic Partner in managing the contract for projects approved for funding, including the relationship with the contract holder to ensure achievement of objectives;
* Monitor spend profiles on a monthly basis;
* Conduct a 25% verification check on spend with each delivery partner and make recommendations to the local co-ordinator on payment processing;
* Ensure that all spreadsheets relating to management information are maintained;
* Maintaining a database of local stakeholders;
* Provide timely information to Local Co-Ordination Manager and Local Co-Ordinator when requested; and
* Develop positive and collaborative relationships with stakeholders.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential:*** the ability to work successfully as part of a team;
* a flexible and innovative approach to deliver solutions;
* proven experience of programme/project management, particularly in relation to financial management processes; and
* experience of the management and delivery of a range of objectives within deadlines and budget constraints.

**Desirable:*** experience of direct funding to third party organisations including community/voluntary organisations, etc
* experience of managing projects through a contract and monitoring progress against targets; and
* experience of direct engagement with local communities and a range of stakeholders to achieve objectives.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Carolyn Mada/Linda McFadden |

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

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| Carolyn Mada/Linda McFadden |

**5. Transfer of learning**

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

 individual and their organisation.

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| Our organisation would benefit immensely in taking forward a sensitive and challenging piece of work which is at a critical delivery period, with the skills and knowledge of suitably experienced individuals who can make an immediate impact in the role.The individuals taking part in this interchange opportunity will benefit from having been a key part of delivering a high profile and sensitive government programme, aimed at increasing community capacity to resist the coercive control that continues to be exerted by paramilitaries here. |

**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**: ASAP**Duration**:15-18 months**Location**: Castle Buildings and remotely in Communities in Transition areas**Funding**: TEO will meet salary costs and associated expenses. The salary scale is: £24,734 - £25,540**Further information**:**Closing Date:** Applications must be submitted by 5.00pm on Friday 01 November 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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**Signed:**

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| **09.10.19** |

**Date:**