**NI INTERCHANGE SCHEME**

# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Christopher Farrington

 Name

 Organisation/

Department of Justice

 Department

Block B

Castle Buildings

Stormont Estate

Belfast

 Address

 Telephone Fax number

028 9052 8106

 Number

Christopher.farrington@justice-ni.x.gsi.gov.uk

 E-mail

Type of Opportunity

Secondment for at least two years with th eposibility of an extension for an additional 12 months.

**Communications and Engagement Manager – Tackling Paramilitarism Programme**

**2. Details of hosting opportunity**

 Description of opportunity

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| The Department of Justice (DOJ), on behalf of the Executive, is seeking an expert to lead on the communications and engagement strategy to support the successful implementation of the Executive’s programme to tackle paramilitary activity, criminality and organised crime. DOJ leads on implementation of the Tackling Paramilitary Activity, Criminality and Organised Crime action plan which is a priority for the Executive. Delivery of the action plan involves extensive programme management across 38priorities and four delivery approaches; strategic co-ordination and alignment of effort across the Executive; and a substantive support function including: research and development; evaluation and learning; communications; support for the Minister, and provision of advice on strategic direction to the Programme Board which includes senior representation from DOJ, The Executive Office and the NIO. The programme is subject to intensive public scrutiny and is monitored by an Independent Reporting Commission established by the British and Irish Governments |

 Main objectives of the opportunity

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| **Purpose and function of post****To provide strategic communications and public affairs support for the delivery of the Executive’s action plan to Tackle Paramilitarism.** As a key member of the delivery team, the successful candidate will be responsible for the development, successful delivery and monitoring of a wide range of public affairs and communications activity, including stakeholder engagement, the continued development and delivery of the Ending The Harm Campaign and support to a range of projects (in line with the Programme’s Communications strategy).**To provide support and act as point of contact for the programme delivery team based in the Department of Justice**. The post holder will ensure co-ordination and management of proactive and strategic communications for the programme by delivery partners including Central Government departments. This will include working closely with delivery partners and stakeholders including the PSNI, NIO, wider civil society and the media to make connections between emerging news stories and relevant Tackling Paramilitarism projects & programmes. It may also involve providing advice and support for senior officials and others as necessary in delivering communications and engagement activities.Principle Duties and Responsibilities 1. Support the Programme Director and delivery team by delivering an integrated cross platform communications strategy to support the successful promotion of a range of individual projects within the overall programme. The strategy will tell the story of individual projects as well as promote the impact of the whole programme.
2. Secure the ‘buy-in’ of individual project leads, their teams and other multiple stakeholders to the communications strategy and key targets.
3. Develop and manage cost effective initiatives and campaigns which will effectively deliver the communications and public affairs work of the delivery team and Programme Board.
4. Work closely with delivery partners and stakeholders to ensure that there is a fully integrated and consistent approach across all cross platforms communications activity e.g. working with other government departments, arms-length and community organisations.
5. Assist in the development, co-ordination and control of the communications of marketing/engagement events as required.
6. Work with the Stakeholder Relationship Manager to develop a stakeholder engagement and public affairs strategy to promote the successful delivery of the programme.
7. Support the delivery team in establishing and maintaining cooperative relationships with representatives of political parties, community, media, and public interest groups.
8. Attend relevant events and provide communications support for the delivery of programmes and/or initiatives as required.
9. Co-ordinate media strategies and campaigns for specific audiences using a range of communications/PR/digital approaches to promote ideas and services.
10. Liaise with regional, national and where relevant international media facilitating them regarding interview requests and other queries.
11. Monitor, evaluate, and report on impact of communications activity and set clear targets of success within communications.
12. Prepare press statements in response to media queries working in conjunction with relevant colleagues and partners to ensure responses are accurate and meet the appropriate deadlines.
13. Generate cross platform content for a variety of internal and external audiences
14. Provide ad hoc communications advice to all projects, colleagues and relevant stakeholders and assist in developing project-led marketing plans as required.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **ESSENTIAL CRITERIA:**1. Degree level of education with a minimum of 5 years\* relevant post qualification experience in public relations, communications, journalism or change management.OR HNC/HND or equivalent in addition to a minimum of 5 years\* relevant post qualification experience in public relations, marketing communications or change management.

\*Please note that the working experience noted above must include at least 3 years’ experience of leading successful, multi discipline, multi-platform communications campaigns1. Comprehensive experience of progressing strategic projects with clear deliverables and measurement in place;
2. Experience of managing and/or supervising staff whilst being able to plan and organise workloads and meet competing and challenging priorities;
3. Strong technical knowledge and understanding of the communications field;
4. Significant digital skills and the ability to deliver content through graphics, video, audio as well as written word;
5. Substantial experience of (a) building and maintaining networks; and (b) successful engagement with a broad range of stakeholders including, community, political and government stakeholders;
6. Substantial experience of developing relationships with and liaising with local and Northern Ireland media;
7. Being able to plan and organise workloads and meeting competing and challenging priorities;
8. Excellent spoken and written communication in an environment in which complex and sensitive issues are being addressed;
9. Demonstrable political and cultural awareness and a sound knowledge of current affairs;
10. Experience of representing the organisation at high profile public events; and/ or briefing/ preparing senior officials/ managers in advance of representational activities;

**Desirable criteria**1. Experience of liaising with GB and international media
2. Proficiency in MS Office Suite
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Christopher Farrington, Tackling Paramilitarism Programme Team, DOJ |

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

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| Christopher Farrington, Tackling Paramilitarism Programme Team, DOJ. |

**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 Executive’s programme to tackle paramilitarism is a unique and high profile programme of work, and this role provides an opportunity for significant stakeholder engagement across a number of sectors. Responsibility for delivery of the various projects and interventions within the programme sit across a wide range of Executive departments and public sector bodies.As communications and engagement lead, the post-holder will have the opportunity to shape and develop the profile and communications strategy for this programme, and will gain a valuable insight into cross-Executive and cross-sector collaboration. |

**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**: December 2019 or as soon as a suitable candidate has been identified and a release date is agreed**Duration**: Secondment for at least two years with a possible extension for an additional 12 months, subject to the agreement of all parties.**Location**: The post-holder will be based in Castle Buildings, Stormont Estate, Belfast**Salary**: £37,272 - £40,979 (NICS DP Scale)**Funding:** The post will be funded by DOJ through the Executive Action Plan programme funding.**Selection Process**: A papersift and interview process will be used to determine the most suitable applicant for the post. **Further information**: For further information about the post please contact Christopher Farrington in the Department of Justice on 028 90528106 or by email at christopher.farrington@justice-ni.x.gsi.gov.uk. **Form of transport**:Travel throughout NI will be required and the successful applicant should have access to a suitable form of transport.**Security clearance**:The successful candidate must have – or be willing to obtain – CTC level security clearance.**Closing Date**:Applications must be submitted by 5.00pm on Friday 15 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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| Christopher Farrington |

**Signed:**

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| 22/10/19 |

**Date:**