# Hosting Proforma

Antrim and Newtownabbey Borough Council (ANBC)

 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

 E-mail

Type of Opportunity

Secondment - PEACE (IV) Project Officer

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| The PEACE IV Project Officer will undertake the financial monitoring and project support functions necessary to ensure the effective delivery of the PEACE IV Programme for Antrim and Newtownabbey Borough Council.Working in support of the PEACE IV Partnership and PEACE IV Programme Team, the objectives of the post are to ensure eligibility of project expenditure through verification, monitoring and evaluation, whilst maintaining high quality standards in record keeping and fulfilling a project support role. |

 Main objectives of the opportunity

|  |  |
| --- | --- |
| 1 | To assist with the delivery of the PEACE IV Action Plan by providing support to the PEACE IV Co-ordinator including the maintenance of programme files, verification of expenditure, processing of payments and monitoring of projects supported through the PEACE IV Programme. |
| 2 | Assist the PEACE IV Co-ordinator in ensuring that the PEACE IV administration and programme budgets allocated are appropriately managed within the agreed budget limits and timescales.  |
| 3 | Assist the PEACE IV Co-ordinator in undertaking 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, assist with the design and implementation of the mechanism for awarding funding e.g. small grants programme. |
| 4 | To perform eligibility checks on all expenditure incurred in the execution of the PEACE IV Programme in line with European Union and Member States regulations and lead the recovery of any expenditure which is deemed to be ineligible in accordance with the programme regulations.  |
| 5 | To operate within the approved budget including the business plan and programme allocation and prepare programme budgets and programme forecasts as required, throughout the life of the programme. |
| 6 | To perform the financial operations required to process project claims for payment and ensure that accurate records of all claims and expenditure relating to the programme are maintained both by the project promoters and the Council. |
| 7 | To maintain the project monitoring system in tandem with a continual updating of the centralised database and manual file records.  |
| 8 | To liaise with relevant officers, internal and external to the Council, to ensure that there is a joined up approach to the delivery of projects linked to PEACE IV and with an emphasis on Good Relations, Community Planning, Community Development and Economic Development.  |
| 9 | Assist the PEACE IV Co-ordinator to co-ordinate Partnership and Interagency working through appropriate sub-groups and working groups including facilitation of meetings, preparation of papers, financial and progress reports and presentations where necessary.  |
| 10 | Ensure that accurate records of all expenditure and claims are maintained both in manual and computerised format and provide regular and relevant reports to the PEACE IV Partnership and the Council. |
| 11 | Co-ordinate and undertake both pre-arranged and on the spot site visits to project promoters to ensure that the funding allocated is being utilised for the purpose for which the contract was awarded.  |
| 12 | 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.  |
| 13 | Assist the PEACE IV Co-ordinator in publicising and promoting all aspects of the programme through project launches, events and seminars and to ensure the full implementation of the Communication Plan.  |
| 14 | Report to the PEACE IV Co-ordinator any irregularities in programme expenditure and agree corrective action.  |
| 15 | 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. |
| 16 | To co-operate with the Council, its officers and staff to enable them, as far as necessary, to 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. |
| 17 | To act as a point of contact for the public dealing with enquiries regarding funding, events and general information on the section’s work, and provide a high level of internal and external customer service including taking ownership of customer queries and following issues through to completion. |
| 18 | To assist the PEACE IV Co-ordinator to review the PEACE IV Strategy and Action Plan over the period 2016-2021 to ensure effective implementation and to recommend change where appropriate. |
| 19 | To work effectively with partnership members and elected representatives in the development, implementation and review of projects. |
| 20 | Any other duties which may be assigned in the delivery of the PEACE IV Programme. |
| 21 | To represent the Council on a regional Peace IV Officers Working Group. |
| 22 | Assist the PEACE IV Co-ordinator in preparation of financial and progress reports, in keeping with SEUPB and Councils guidelines that demonstrate robust monitoring and evaluation of all spend and related activities. |
| 23 | 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

|  |
| --- |
| **ESSENTIAL QUALIFICATIONS*** Hold a level 5 qualification within the qualifications framework in a relevant discipline

**\*Consideration may be given to applicants who do not hold a level 5 qualification but who can demonstrate a minimum of 4 years’ relevant experience as below.****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*** Hold professional membership in a relevant discipline

**ESSENTIAL EXPERIENCE*** At least 2\* years post qualification experience in a programme support role, to include:
* Managing individual projects, monitoring finances and

 progress against agreed outcomes* Vouching financial claims and managing payments
* Collating and analysing monitoring data
* Proven experience of effective partnership working

**DESIRABLE EXPERIENCE*** Experience in the use of computerised payment and monitoring systems
* Experience of EU Programme Management or similar

**ESSENTIAL SKILLS & ABILITIES*** Ability to research and analyse complex issues related to the responsibilities of the post
* Excellent administrative and organisational skills
* Excellent communication skills, including report writing
* Excellent time management skills and ability to work to deadlines
* Proven ability to work within budgets
* Establish and maintain effective working relationships of all levels using interpersonal skills to resolve any conflict

**ESSENTIAL KNOWLEDGE*** Comprehensive knowledge of governance and accountability practices with respect to the administration of funding
* Knowledge of available funding opportunities in the Northern Ireland context

**DESIRABLE KNOWLEDGE*** Awareness of issues facing Local Government with respect to LGR and implications for the PEACE IV programme
* A working knowledge of social, economic and political policies which may influence the delivery of PEACE IV

**OTHER ESSENTIAL CRITERIA*** Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full
* Competent in the use of Microsoft Office and Windows Applications
 |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Andrew Irwin, Community Safety and Good Relations Manager |

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

|  |
| --- |
| 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.

|  |
| --- |
| This role will play an integral part in the Community Planning section within 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.

|  |
| --- |
| **Start Date**: As soon as possible**Duration**: This post is Fixed Term until 31/12/2019 with likely extension until 31 December 2020 subject to funding.**Location**: Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA**Funding**: This post is subject to funding 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, 028 9446 3113.**Selection**: Provisional dates for Assessment/Interviews for this post will be carried out week commencing 2 December 2019.**Closing Date:** Applications must be submitted by 5.00pm on Friday 22 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**

|  |
| --- |
| **Jennifer Close** |

**Signed:**

|  |
| --- |
| **13/11/2019** |

**Date:**