# Hosting Proforma

Chief Executives’ Forum

Name of Host

Organisation

**1. Interchange Manager’s details**

Pamela Carson

Name

Organisation/

Chief Executives’ Forum

Department

Clare House

303 Airport Road West

Belfast

BT3 9ED

Address

Telephone Fax number

02890816446

Number

mail@ceforum.org

E-mail

Administrative Officer

Secondment – 2 years with the possibility of an extension for a further year subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| The Chief Executives' Forum (CEF) is seeking an Administrative Officer to join our small, busy team based in Belfast.  This is an exciting role which provides a unique opportunity for the post holder to work on the delivery of a diverse programme of events, involving senior leaders across the entire public sector.  CEF is the umbrella body for chief executive officers and senior management teams of public bodies in Northern Ireland, including all NICS departments and local Councils and many of Northern Ireland’s Arm’s Length Bodies.  It creates opportunities for senior leaders to explore and develop new ideas and collaborative approaches to common challenges through creating and delivering a diverse programme of events and initiatives enabling members to network, share expertise and learn from best practice. |

Main objectives of the opportunity

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| The main duties include:   * Provision of high quality administrative support to the Executive Director and Business Manager. * Acting as the first point of contact for the Forum including, answering calls, emails and greeting members/facilitators/guests as required. * Assisting in the organisation of CEF events including booking venues, issuing invitations, managing RSVPs and attending to assist with the logistics on the day. * Managing the Forum’s shared diary including organisation of meetings; collation of papers; securing venues and hospitality. * Records management including the maintenance of the contact databases, mailing lists and file management system (training will be provided). * Updating Website with information and issuing flyers for events (training will be provided). * Assisting with the financial management of the Forum by generating invoices and recording payments on the financial software package (training will be provided). * Other duties as directed by the line manager. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential skills and experience**   * Strong organisational and administrative skills * Strong written and oral communication skills including the ability to develop and maintain good working relationships * Experience of assisting in the organisation of meetings and/or events * Experience of records management and dealing with financial data * Strong IT skills, with experience in the following desirable: Word; Outlook; Excel; financial management software; use of digital/social media platforms.   **General requirements**  Access to a car for work related travel requirements is essential.  Availability to work outside normal hours (for example breakfast briefings, evening dinners) |

**4. Personnel: Please state below**

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

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| Pamela Carson, Business 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 is a diverse post that offers a unique opportunity to work in support of public sector leaders and alongside senior staff in external partner organisations.  Working in a small team this role will provide opportunities to contribute in a wide range of business areas.  **Benefits to the Individual**  The individual will have the opportunity to develop their knowledge, skills and experience in a range of business areas in support of the Forum’s members and strategic partners. This will include practical ‘hands on’ involvement in event organisation, co-ordination of papers for Board meetings and collation of information for reports and flyers  **Benefits to our Organisation**  The Forum will benefit from enhanced provision of administrative experience and the availability of critical support to the Executive Director and Business Manager.  **Benefits to their Organisation**  The returning candidate will have expanded their knowledge of the public sector in general while experiencing the full range of duties involved in operating a small private sector company. |

**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 a suitable candidate has been identified and a release date has been agreed.  **Duration**: 2 years with the possibility of an extension, subject to the agreement of all parties.  **Location**: Based in Clare House, 303 Airport Road West, Belfast, BT3 9ED  With accommodation and access to computers, office equipment and services hosted by the Department of Finance.  **Car User:** It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.  **Salary:** CEF will meet the salary costs within the range £20,951-£23,023  (NICS AOs will move at their current salary)  **Further Info:** A paper sift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with the Executive Director and Business Manager, to discuss the skills and experience the applicant would bring to the post. It is important that all applicants indicate how and to what extent they meet the skills and experience above.  **Contact:** For further information about the post please contact Pamela Carson at CEF on 028 9081 6446 or by email [pamela.carson@finance-ni.gov.uk](mailto:pamela.carson@finance-ni.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 31 January 2020 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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**Signed:**

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**Date:**