# Hosting Proforma

NIO - Parades Commission for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

NIO

 Department

Stormont House

Stormont Estate

Belfast BT4 3SH

 Address

 Telephone Fax number

028 9052 3515

 Number

Elizabeth.martin@nio.gov.uk

 E-mail

Full-time secondment for an **Office Manager**. Two 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

The Parades Commission is a non-departmental public body sponsored by the Northern Ireland Office. Under the Public Processions (NI) Act 1998 the Duties and Functions of the Commission are:

* To promote greater understanding by the general public of issues concerning public processions.
* To promote and facilitate mediation as a means of resolving disputes concerning public processions.
* To keep itself generally informed as to the conduct of public processions and protest meetings.
* To keep under review, and make such recommendations as it thinks fit to the secretary of state concerning the operation of the Act.

The Commission is supported by a small secretariat whose role is to provide information and administrative support to the Commission.

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| This post is key to the delivery of Parades Commission secretariat activities. The postholder will be responsible to the day-to-day running of the admin office – duties will include line management; website and IT responsibilities; information management; minute taking; finance processing; customer service and more.This is an excellent opportunity for an individual to work in an exciting and dynamic environment. The post provides a breadth of experience that would be difficult to match in other posts at this level and therefore is an excellent development opportunity. |

Main objectives of the opportunity

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| To add a talented and enthusiastic new member of staff to the Parades Commission secretariat. The individual selected will be expected to oversee the day-to-day operation of the admin function in the Parades Commission. The duties include:* line management responsibility for a small admin team;
* co-ordinating the preparation of the Commission meeting agenda and associated papers;
* minute taking at the Commission meetings;
* responsibility for the publication of information of the Parades Commission website including parade determinations;
* processing role for financial transactions ensuring the prompt payment targets are achieved;
* information management responsibilities including the co-ordination of responses to information requests including FoIs;
* premises officer/health and safety duties; and
* any other duties as required by the post.

Applicants should note that there may be times, during the busiest parading parades of Easter and from June- August, when the post-holder may be required to work outside normal office hours. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The role holder must be able to demonstrate that they have:

Essential:

* the ability to work successfully as part of a team as well as leading by example;
* Good organisational, IT and communication skills; and
* ability to handle information in a sensitive manner.

Desirable

* experience of minute taking.

**4. Personnel: Please state below**

 Who will the individual report to?

Deputy Secretary

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

Deputy Secretary

**5. Transfer of learning**

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

 individual and their organisation.

Benefits to Parades Commission

This opportunity will benefit Parades Commission by adding an enthusiastic and proactive member of staff to help deliver the statutory requirements of the Parades Commission.

Benefits to the successful applicant

This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to society by contributing to tackling issues associated with parading. The successful applicant will experience a wide breath of activities in a dynamic environment. The post will provide experience of working directly to a member of SCS as well as overseeing processing parade notifications on an online management system.

Benefits to the Home Organisation

The returning candidate will have gained significant public facing experience and also experience of providing excellent support to senior staff. They will gain insight into the management of high level meetings.

**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: January 2020.

Duration: 2 year full-time secondment, with a possible one year extension with the agreement of all parties.

Location: 2nd Floor, Andras House, 60 Great Victoria Street, Belfast.

Resources: Full office environment – desk, PC, access to printing, photocopying and scanning facilities.

Funding: The salary will be £25,229 to £26,051. Parades Commission will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

 Selection: 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 Nuala Higgins, Deputy Secretary, and another member of the team to discuss the skills, knowledge and experience the applicant(s) would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed above.

**Closing Date:** Applications must be submitted by **5.00pm on Friday 27th November 2020** to the following email address**:**

**interchangesecretariat@finance-ni.gov.uk**

\*This opportunity is not open to NI Civil Service employees

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**7. Endorsement**

 **Interchange Manager**

 Nuala Higgins

Signed

16/11/2020

 Date

**Parades Commission Secretariat Organisation Chart**

