# Hosting Proforma

PARADES COMMISSION NI

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

NIO

 Department

Stormont House
Belfast
Northern Ireland
BT4 3SH

 Address

 Telephone

028 9052 3515

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

Secondment – 2 years, with the possibility of an extension of up to one further year, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

**Caseworker**

**Background:**

The Parades Commission was established under the Public Processions (NI) Act 1998. The duties and functions of the Commission set out in 1998 Act are:

1. To promote greater understanding by the general public of issues concerning public processions.
2. To promote and facilitate mediation as a means of resolving disputes concerning public processions.
3. To keep itself generally informed as to the conduct of public processions and protest meetings.
4. 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 are currently seeking to appoint a Caseworker

 Main objectives of the opportunity

**The main duties and responsibilities of the Caseworker post include: -**

* Establishing and maintaining relationships with a wide range of stakeholders, including parade/protest organisers, PSNI, local political representatives, residents’ groups, church representatives, PUL and CRN community reps, members of the public etc.
* Building up an extensive knowledge of parading in Northern Ireland and undertaking research in relation to parading in other jurisdictions as required.
* Dealing with sensitive/contentious parades – seeking additional information and arranging oral/written representation from stakeholders; drafting determinations/correspondence following decisions made by the Commission; advising parade/protest organisers of the outcome of Commission considerations and dealing with enquiries and complaints.
* Preparing detailed briefs for the Commission on sensitive parades; presenting information to the Commission at formal meetings both verbally and in report format.
* Observing selected parades, including out of hours, and preparing detailed observer reports for the Commission; organising and attending outreach meetings, liaising with local mediators and representatives as required.

The Caseworker reports directly to the Secretary. The post holder will exercise a high degree of autonomy for his/her particular area of work and have the ability to work as a key member of a small secretariat team.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**The successful candidate must be able to demonstrate:**

* Strong oral and written communication skills
* Strong interpersonal skills to deal with a range of stakeholders
* Integrity, impartiality and sensitivity; and
* Local political awareness

The post holder **will be required to work outside normal conditioned hours** e.g. evenings, weekends and public holidays to attend outreach meetings, Commission meetings and parades. Due to the nature of the work this can often be at short notice. The post holder will be, where possible, expected to take annual leave outside the busy parading periods of Easter and during June – August.

* CTC clearance is an essential requirement for this post and successful applicants must undergo CTC clearance on taking up post if not already held.
* The post holder must have access to a form of transport for use in connection with work.

**4. Personnel: Please state below**

 Who will the individual report to?

Sarah Teer, Secretary to the Parades Commission

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

Sarah Teer

**5. Transfer of learning**

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

 individual and their organisation.

**Benefits to the Individual**

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 post will provide significant chances to engage directly with communities and relevant stakeholders in order to provide information to the Commissioners on sensitive parading issues.

**Benefits to the Parades Commission**

The Parades Commission will benefit from the addition of an enthusiastic and proactive member of staff to the team who have direct experience of delivery and community / stakeholder engagement.

**Benefits to their Organisation**

The returning candidate will have contributed to a long-running sensitive issue, deep rooted in Northern Irish history. They will have gained experience in working with a wide range of stakeholders and learnt new skills.

**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:** As soon as the possible following successful completion of satisfactory pre-employment checks.

**Duration:**  Two year full-time secondment opportunity (may be extended up to one further year, subject to the agreement of all parties).

**Location:** Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

**Car User:** It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Resources:** Office based with relevant facilities.

**Salary Scale:** The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

The successful candidate for this opportunity is expected to be equivalent to NICS staff officer grade. They will be expected to be in a post with a current salary of around £31,137 to £32,800. The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis up to a maximum of £32,800.

**Selection:** A paper sift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with the Accounting Officer and the Deputy Secretary to discuss the skills, experience the applicant would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.

**Contact:** If you require any further information about the post, please contact Nuala Higgins in the Parades Commission on 028 9041 6851, or by e-mail nuala@paradescommissionni.org.

**Closing Date:** Applications must be submitted by 5pm on Friday 26 February 2021 to interchangesecretariat@finance-ni.gov.uk.

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

**To save time and inconvenience, only those applicants willing to accept the post should apply.**

**7. Endorsement**

 **Interchange Manager**

Nuala Higgins

 Signed

15th February 2021

 Date