# Hosting Proforma

Name of Host Organisation

Victims and Survivors Service (VSS)

**1. Interchange Manager’s details**

Nichola McClean

Name

Organisation

VSS – Health & Wellbeing

1st Floor, Seatem House

28 – 32 Alfred Street

Belfast

BT2 8EN

Address

Telephone Number

02890 279100

Nichola.McClean@vssni.org

E-mail

Type of Opportunity

Secondment to post of Head of Corporate Services (G7) – 9 months maternity cover (with the possibility of extension)

**2. Details of hosting opportunity**

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| **Head of Corporate Services (G7)**  The Victims and Survivors Service (VSS) was established in April 2012 to provide support and services for victims and survivors of Troubles/Conflict-related incidents. The VSS is lead partner for the victims and survivors element of the EU Programme for Peace and Reconciliation (PEACE IV). On 23rd October 2020, the VSS was appointed by TEO as the service delivery body to deliver dedicated Health and Wellbeing support and services for survivors of Historical Institutional Abuse (HIA).  As a member of the senior management team the Head of Corporate Services will have line management responsibility for senior managers operating within the Corporate Services function. Reporting to the Chief Executive, the post holder will be responsible for developing the corporate business plan and annual work programme for the Victims and Survivors Service. |

**Main objectives of the opportunity**

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| The key elements that constitute the role of the Head of Corporate Services for the Victims and Survivors Service are as follows:  ***Management of Victims and Survivors Service Activities and Resources***   * Play a lead role along with the Chief Executive Officer, Head of Health and Wellbeing Services and Head of Service Development in Corporate and Business Planning. * Contribute to the establishment of a strategic vision for the VSS, agreeing priorities, setting goals and targets and monitoring and evaluating progress. * Provide effective professional leadership to the Victims and Survivors Service in delivering the strategic and business plans. * Provide advice and guidance to the Victims and Survivors Service Board and sub committees meetings. Including overseeing the preparation of reporting. * Attend and contribute to Accountability meetings and Tri-Lateral meetings with the Sponsor Department and Commission for Victims and Survivors. * Oversee and facilitate all month end corporate reporting. * Oversee the day-to-day operations of the Finance & Governance, HR and Business Support functions. * Lead in the improvement of the systems, processes and policies in support of the VSS strategy. * Oversee the VSS approach to risk management including monitoring and reviewing the risk register and Risk Management policy. Along with servicing the Audit and Risk Committee. * Ensure the VSS Corporate Governance Framework is communicated and implemented within the VSS. * Lead and manage internal business projects. * Management responsibility for staff within the Victims and Survivors Service.   + Build positive relationships with The Executive Office, The Commission for Victims and Survivors and other stakeholders.   + Provide strategic advice and expertise to the VSS Board, The Executive Office, other senior staff and stakeholders.   **Personal Development, Performance and Professionalism**   * Endeavour to ensure the ongoing confidence of VSS stakeholders, maintaining the high standards of personal accountability. * Develop interpersonal skills and self-motivation required to facilitate liaison with practitioners and management within the VSS funded organisations. * Work outside standard business hours (9-5pm) may be required on occasion: the successful candidate will therefore need to be flexible in terms of availability. * Additional duties, appropriate to the grade, at the request of VSS management may be allocated. |

**3. Skills requirements**

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| The role holder is required to have:   1. A minimum of 3 years’ senior management experience, in an organisation that delivers a programme of services to the public, either directly or through a series of external delivery agencies. 2. A minimum of 2 years’ experience of providing advice and guidance to a Board and its committees with particular emphasis on governance, financial management, risk management and organisational strategy. 3. A minimum of 2 years’ experience providing innovative leadership to achieve organisational objectives. 4. A minimum of 2 years’ experience managing and leading a programme of change. 5. Experience of developing and maintaining productive working relationships with a wide range of stakeholders at senior levels and service users. 6. A current UK Driving Licence with access to a car. This will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements. |

**4. Personnel: Please state below**

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| The role holder will report to and be line managed by the Chief Executive Officer (CEO). |

**5. Transfer of learning**

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| **Benefit to Individual**  The successful individual will gain experience in providing a full range of services within an ALB, operating as a member of the Senior Management Team while reporting directly to the CEO. The post-holder will benefit from participating at the centre of an organisation delivering positive outcomes in a unique sector.  **Benefit to individual’s employer**  In doing so the knowledge and experience gained will benefit the individual’s organisation through the transfer of learning and approaches utilised within the VSS.  **Benefit to VSS**  Victims & Survivors Service will benefit from the introduction of new approaches, techniques and perspectives from the successful individual. |

**6. Logistics**

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| **Start Date**  **Duration**  **Location**  **Salary**  **Funding**  **Selection Process**  **Further information**  **Closing Date** | The anticipated start date will be Sept/Oct 2021.  9 months, maternity cover (with the possibility of extension).  Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN  The salary scale is: £49,806 - £54,588 under review.  Covered by host body and reimbursed by VSS  Interview  For further information contact: [Recruitment@vssni.org](mailto:Recruitment@vssni.org)  Applications must be submitted by  **Closing Date:** Applications must be submitted by **Noon on 6 August 2021** 2021 to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  **\*NICS staff are not eligible to apply for this opportunity** |

**7. Endorsement**

**Interchange Manager**

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| **Nichola McClean** |

**Signed:**

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| **19/07/21** |

**Date:**