# Hosting Proforma

Name of Host Organisation

Commissioner for Survivors of Institutional Childhood Abuse

**1. Interchange Manager’s details**

Joanne McComb

Name

Organisation

Commissioner for Survivors of Institutional Childhood Abuse

5th Floor South Queens Court

56-66 Upper Queen Street

BELFAST

BT1 6FD

Address

Telephone Number

02890 544982

[admin@cosica-ni.org](mailto:admin@cosica-ni.org)

E-mail

Type of Opportunity

**Interchange – Policy & Engagement Officer**

Applications are invited at EOII or analogous grades and from other staff who meet the criteria.

**2. Details of hosting opportunity**

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| **Policy and Engagement Corporate Services Support**  The Commissioner for Survivors of Institutional Childhood Abuse (COSICA) was established upon recommendation of the HIA Inquiry, with the principal aim of promoting the interests of Victims and Survivors. Fiona Ryan was appointed as Commissioner in December 2020.  COSICA has been established as a Non Departmental Public Body (NDPB) and is sponsored by the HIA Implementation Branch, which sits within The Executive Office (TEO).  The role holder will be expected to share duties or rotate positions as required. The role is predominantly within the Corporate Services side of the organisation but the workloads will span across both Policy and Engagement and Corporate Services, and the role holder will be expected to share duties or rotate positions as required. |

**Main objectives of the opportunity**

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| * Act as first point of contact for stakeholder and Victim and Survivor enquiries. * Provide, information, advice and guidance to Victims and Survivors, or in another similarly sensitive work area, and/or refer onwards as appropriate and in line with training provided. * Engage in a sensitive, professional and effective manner with all who contact the office, presenting a victim centred, trauma informed approach. * Support managers in their discrete roles in providing services to Victims and Survivors. * Experience using Content Manager, or a case management and information management database. * Ensure that complex and sensitive information is communicated within the boundaries of Data Protection legislation. * Monitoring contacts and enquiries to the office and production of statistical reports. * Collate, analyse and prepare draft information as required to assist line manager and COSICA in progressing key functions. * Contribute to research projects including in areas such as social policy, healthcare, education and training and other services in relation to victims and survivors. * Network with services, developing and building peer relationships. * Contribute to the general efficiency of the office by a flexible approach to duties |

**3. Skills requirements**

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| * The role holder would be expected to have a minimum of three years’ experience working in an engagement role with victims and survivors and have assisted in policy research. * Experience of building positive working relationships with a wide range of stakeholders * Working positively with colleagues and partners to generate commitment to deliver results and meet deadlines * Excellent communication skills, verbal and written * Excellent organisational skills * A flexible and innovative approach to deliver solutions * Excellent xomputer skills, especially in information management tools and software, and in presenting data in a variety of formats on request |

**4. Personnel: Please state below**

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| It is anticipated the role holder will report to and be line managed by the Engagement Staff Officer |

**5. Transfer of learning**

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| **Benefit to Individual**  As an EOII the individual will join a team of ten staff, working to establish the office structures to enable COSICA to deliver a support, information, advice and guidance service to Victims and Survivors.  In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make contacts within the Northern Ireland Civil Service, and the wider public sector.  The individual will also play a role in supporting COSICA and the wider organisation in fulfilling its role in promoting the interests of Victims and Survivors.  **Benefit to individual’s employer**  The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future.  **Benefit to COSICA**  COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**6. Logistics**

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| **Start Date**  **Duration**  **Location**  **Funding**  **Selection Process**  **Further information**  **Closing Date** | As soon as a suitable candidate has been identified and security cleared.  24 Months initially with the potential to extend up to 3 years.  5th Floor South  Queen’s Court  56-66 Upper Queen Street,  Belfast, BT1 6FD  The salary will be £26,017 - £26,575. COSICA 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.  A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with two members of the COSICA team, to discuss the skills, knowledge and experience the applicants 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.**  Contact: [admin@cosica-ni.org](mailto:admin@cosica-ni.org)  Applications must be submitted by **5.00pm on Friday 15 October 2021** to:  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Joanne McComb** |

**Signed:**

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| **27 September 2021** |

**Date:**