# Hosting Proforma

The Executive Office

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Anne Tohill

 Name

 Organisation/

Good Relations Delivery Team

 Department

Castle Buildings, Rm E3.21

Stormont Estate,

Belfast

 Address

 Telephone Fax number

07772937296

 Number

Anne.tohill@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** - Deputy Principal - Good Relations Delivery Team

12 months secondment (with possibility of extension for further 12 months).

**2. Details of hosting opportunity**

 Description of opportunity

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| Good Relations Delivery Team is based within the Executive Office’s Good Relations & T:BUC Division. The team oversees the development and management of key programmes funded by TEO which are designed to promote, support and contribute to the delivery of good relations outcomes within and across communities. This includes the £3m Central Good Relations Funding Programme and the £4m District Council Good Relations Funding Programme. These programmes make an important contribution to the four key priorities of the T:BUC Strategy by supporting projects and initiatives that are tailored to address identified local good relations issues. Good Relations Delivery Team is also holds the accountable department role for the good relations element of PEACE IV and contributing to the development of PEACE PLUS. The team works closely with other teams within T:BUC division (which oversee the T:BUC Strategy, Outcomes, FICT, T:BUC Camps) and with a wide range of external delivery partners to promote good relations across NI. This is an exciting opportunity to help shape and structure good relations strategy and delivery. It will provide opportunities to work across good relations delivery including Peace IV, Peace Plus, and will include work on discrete projects and policy areas in support of good relations delivery, policy/programme development, implementation and oversight. The post will offer access to a key TEO strategy, community and external organisations, delivering measurable outcomes and working with Ministers. |

 Main objectives of the opportunity

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| The main objectives of this post are:* Work with colleagues within TEO (and external delivery partners) to maximise the impact of good relations (GR) funding programmes, including, for example, Peace IV/Peace Plus, Central GR Fund, District Council GR Fund by ensuring they complement each other and work being done by other bodies (eg the IFI).
* Identify gaps and areas for improvement in relation to good relations programmes within TEO to inform our future focus and to reflect feedback from participants/evaluations.
* Collaborate with other TEO branches, departments and Stakeholders to ensure that funding schemes are planned, delivered, reported on and evaluated taking account of best practice and feedback.
* Keep up to date with GR policy and research work and developments to ensure best practice across all programmes.
* Ensure an outcomes based approach and methodology is applied throughout good relations programmes.
* Provide high quality, accurate, timely briefings for Ministers, Assembly Committees and the senior management as required.
* Ensure all NICS corporate governance and accountability requirements are adhered to in relation to areas of expenditure in line with NICS financial, fraud and audit policy rules and regulations.
* Contribute to the development and update of business planning, risk registers and assurance statements.
* Manage areas of good relations budget within the appropriate parameters, (+/- 10% over the financial year). Ensure all financial returns are made on time and completed accurately. Ensure the process of Programme finance is in place and that details of spend etc are co-ordinated effectively over the financial year. Bid for further funds if necessary. Ensure an appropriate audit trail is in place.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * A strong background in and proven experience of direct involvement in good relations: policy development, programme/project oversight and/or delivery, reporting and monitoring.
* Proven experience of developing effective and collaborative working relations with a wide range of stakeholders, within and outside TEO to support delivery of good relations outcomes, including with grassroots communities, community groups and representatives.
* The ability to think strategically and innovatively to add value to TEO’s diverse but closely-interlinked good relations policy, programmes and delivery models.
* Co-ordination of input across TEO on areas of good relations activity/programme or policy development as required.
* An understanding of outcomes based accountability, is desirable, or alternatively of methods to measure the impact of good relations policies and programmes.
* Excellent oral and written communication skills are essential as the post holder will be required to build relations with a diverse range of key stakeholders, promote the importance of good relations activity and secure buy-in from internal and external stakeholders to delivery of the Executive’s vision for NI as a peaceful, tolerant and inclusive society. The postholder will also be required to provide written and oral briefings to Ministers, Assembly Committees, senior officials and, at times, to external stakeholders.
* An ability to develop effective and collaborative working relationships with internal and external stakeholders and to contribute to the work of the wider good relations team/s within TEO.
* A strong understanding of corporate governance and accountability requirements. Ideally the candidate will have previous experience of effective budget/financial management.
* Experience of managing a team/staff effectively to deliver organisational objectives.

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**4. Personnel: Please state below**

 Who will the individual report to?

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| Anne Tohill |

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

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| Anne Tohill |

**5. Transfer of learning**

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

 individual and their organisation.

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| The opportunity will benefit TEO as it will bring in an individual with external experience of developing, delivering and monitoring the impact of good relations policies, programmes and initiatives. This will provide opportunities to learn from the knowledge and experience of those who have direct experience of engaging with grassroots communities to address challenging good relations issues in terms of what has worked well/less well. This will help shape TEO’s approach to good relations policy development, delivery and monitoring. The candidate will benefit from the opportunity to work at the heart of government and gain insight into how central government functions. It will provide opportunities to be directly involved in and contribute to the development and delivery of good relations policy and programmes. It will provide exposure to a range of stakeholders within central government departments and the opportunity to build networks in the area of good relations. It will provide an opportunity to learn from examples of best practice in areas of good relations policy and to engage closely with those involved in programme development and delivery. The post will provide opportunities to further develop communication skills through the provision of oral and written briefings to Ministers, senior officials.The candidate’s organisation will benefit as the candidate will have many opportunities to develop their skills, build a network of good relations contacts, develop knowledge of how central government GR funding programmes and planned, delivered and monitored, develop and contribute to areas of GR policy development and benefit from the acquisition of new knowledge and understanding of GR best practice. These are directly transferable skills which will be of benefit to/add value to the candidate’s organisation.  |

**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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| Proposed Start Date – December 2021.Duration – 12 months with possibility of extension for a further 12 months. Location – Castle Buildings, Stormont Estate (but home working will be permitted in line with Covid requirements).Transport – The post requires access to a form of transport that permits travel across NI, to the RoI and, on occasion, to GB. Resources – Standard IT equipment (laptop, mobile etc) will be provided along with standard office resources (desk, access to printer/photocopier etc).Funding Arrangements – TEO will cover the salary costs (£39,748-£49,639) and travel and subsistence costs incurred in undertaking the duties of the post. Closing Date**:** Applications\* must be submitted by **5.00pm on Friday 15th October** **2021** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

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| **Anne Tohill** |

**Signed:**

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| **September 2021** |

**Date:**