# Hosting Proforma

Department for Communities – Engaged Communities Group

Name of Host

Organisation

**1. Interchange Manager’s details**

Dawn Vance

Name

Organisation/

Department for Communities

Department

9 Lanyon Place

Belfast BT1 3LP

[Remote working]

Address

Telephone Fax number

Number

Dawn.vance@communities-ni.gov.uk

E-mail

Type of Opportunity

Inward secondment to the NICS for a period of 12-18 (18-24) months to work with the Review Team for the People & Place, Neighbourhood Renewal Programme.

**2. Details of hosting opportunity**

**Description of opportunity**

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| **Staff Officer – People & Place Review Project Co-ordinator**  To support the development and implementation of various aspects of the People & Place Neighbourhood Renewal Review work programme.  The post holder(s) will join the People & Place Neighbourhood Renewal Strategy Review Team and are expected to work as part of a multi-disciplinary team on a time-bounded programme involving **co-design of new policy and partnership structures to support this agenda**. The Department is committed to working with the sector to enable and support the delivery of agreed Programme for Government outcomes.  The Department for Communities is the largest government department in Northern Ireland, responsible for significant levels of public expenditure. The Department delivers a wide range of services to the public – both directly and through its Arm’s Length Bodies.  The Department’s work and programmes focus on supporting the most vulnerable in society through tackling poverty, disadvantage and inequality, ensuring that citizens benefit from renewed and revitalised communities.  The Department has responsibility for People & Place – A Strategy for Neighbourhood Renewal. This is cross-government strategy aimed at bringing together work of all Departments in partnership with local people with the purpose of helping reduce the social and economic inequalities which characterise the areas with the highest levels of deprivation. The Strategy is a long term commitment to communities to work in partnership with them to identify and prioritise needs and co-ordinate interventions designed to address the underlying causes of poverty.  The Department has established a small Review Team to undertake a review of the Neighbourhood Renewal Strategy. As part of that Review, partnership, collaborative working and capacity issues will be explored.  This opportunity is for the inward secondment, from the Community & Voluntary Sector, to work in the Department for Communities, Engaged Communities Group. The successful applicant will be an integral part of the Review Team, working across a range of areas which will involve engagement with community, voluntary and statutory bodies. |

**Main objectives of the opportunity**

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| Post-holders will contribute to the following objectives   1. Review of existing policy and partnerships. 2. Research and analysis to inform future strategic direction. 3. Stakeholder engagement and outreach. 4. Development and delivery of a programme of co-design work. 5. Development and appraisal of options for future delivery. 6. Development of communications materials to support engagement and decision making. 7. Develop improved integrated working |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Skills and knowledge requirements:**  While the precise duties and responsibilities of individual posts will vary, the post(s) will involve activities requiring the following knowledge and skills:  **Stakeholder Engagement and Co-Design**   * Excellent verbal and written communication skills to support stakeholder engagement and co-design methods, including collaborative workshops. * Ability to develop and maintain internal and external stakeholder networks and relationships across the spectrum of relevant policy interests. * Contribute to seeking innovative solutions to address the complex and sensitive issues relating to the development of policy priorities. * Demonstrate resilience and innovative thinking in overcoming challenges associated with the development of new proposals and achievement of targets.   **Research and analysis**   * Contribute to the Review of the Neighbourhood Renewal Programme, policy and current practice. Consider emerging issues, and provide clear succinct evaluation and impact analysis. * Individuals will be expected to demonstrate and maintain an up to date understanding of current issues and topics relating to the NI voluntary and community sector. * The provision of high quality, reliable, accurate and timely briefing to others, both in the Department and externally.   **Planning, Delivery and Governance**   * Development of programme and project plans, and the identification and management of associated issues and risks. * Ability to work independently and deliver at pace to meet agreed business objectives. * Ability to work collaboratively, share information and build supportive, responsive relationships with colleagues and stakeholders. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Nichola Creagh |

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

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| Dawn Vance |

**5. Transfer of learning**

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

individual and their organisation.

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| **Benefit to DfC:**   * Expertise and knowledge from voluntary and community sector is needed to inform the Department’s approach to the Review of the People & Place Neighbourhood Renewal Strategy. * The creation of a cross-sector team (which will include a Council secondee) will enable completion of a high priority time-bounded piece of work to meet Departmental strategic priorities. * This will allow the Department to build on the high levels of cross-sectoral collaboration seen during the response to the pandemic (e.g. the Social Supermarket Programme) and further develop mutual understanding and cooperation between the sectors. * This Interchange Opportunity will promote skills transfer and sharing of knowledge between the voluntary and community sector and the Department and the development of the skills and knowledge base within the Community Empowerment Division.   **Benefits to seconded individuals:**   * The successful candidates will have the opportunity to work at the heart of the Executive’s largest Government Department. This is a challenging time to work within the Northern Ireland Civil Service as we support the Northern Ireland Executive and Assembly to deliver against the outcomes identified in the Draft Programme for Government (PfG) and the actions required to recover from the COVID-19 pandemic.   **Benefits to third sector organisation:**   * Organisations will benefit from the programme of work being taken forward and from the opportunity to support co-design and partnership working between government and the voluntary and community sector. * Organisations will benefit from skills transfer and the awareness gained by successful candidates of central government processes and practices. * Organisations will benefit from increased mutual understanding and improved working relationships between government and the voluntary and community sector. |

**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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| **Start date:** Successful candidate(s) will be expected to take up post by December 2021.  **Duration:** Candidate(s) will be recruited for 12 months initially with an extension of up to 12 months, subject to review. This opportunity is for a maximum of 24 months duration.  **Location:** The Engaged Communities Group is based at 9 Lanyon Place, Belfast. Staff in this Division are currently working from home where possible in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working  **Salary**: Salary Scale: £: £32,328 – £33,459 (staff officer equivalent). Salary and other related costs will be met by the Department for Communities.  **Hours of Work**: The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday.  **Travel:** Applicants may, from time to time, be required to travel on official duty; the successful candidate(s) must have access to a form of transport, which will enable them to fulfil their responsibilities  **Resources:** Post-holders will be provided with IT resources to work remotely and from a central office location as required.  **Further Information:** Applicants wishing to learn more about these post(s) before deciding to apply should contact Dawn Vance by email: [dawn.vance@communities-ni.gov.uk](mailto:dawn.vance@communities-ni.gov.uk)  **Closing Date:** Applications must be submitted by email by 5.00pm on Monday 22 November 2021 to: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Dawn Vance** |

**Signed:**

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| **08 November 2021** |

**Date:**