NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Department for Communities - Arts Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

 Name

 Organisation/

Department for Communities (DfC)

 Department

James House

2-4 Cromac Avenue

Gasworks Business Park

Belfast

BT7 2JA

 Address

028 90 819430 (Ext 37430)

N/A

 Telephone Fax number

 Number

aaron.tumelty@communities-ni.gov.uk

 E-mail

Secondment – Director of Operations

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

**Objectives of the Post**

The main purpose of the role is to contribute to the implementation of the strategic plan and evolving priorities in line with development of the Arts sector and contribution to society by:

* Planning and managing for change.
* Evolving and implementing operational systems that facilitate the implementation of council policies and ensure the Arts sector can engage with the Council.
* To analyse and evaluate the performance of the Arts Council’s operations to ensure cost effective and efficient grant making.
* To contribute effectively as a member of the Senior Management Team and report regularly to Council.

Main objectives of the opportunity

**Director of Operations** - **Job Description**

**Programme/Scheme Management**

* To be responsible for developing, implementing and managing policies and operating procedures relating to the disbursement of all Lottery and Exchequer funds.
* To plan, manage and develop cost effective and efficient grant systems and programmes to ensure the grant programme objectives and funded activities of client organisations meets the Council’s and wider government strategic objectives.
* To plan, manage and oversee the implementation of the Council’s capital projects (in association with key partners eg DfC).
* To be responsible for the operational effectiveness of the Council’s grant programmes in line with changing government directives and client feedback.
* To co-ordinate operational systems including monthly, quarterly performance reports and maintain related reference documents.
* To ensure the provision of meaningful, accurate and timely management and performance measurement information on all grants related matters to the Chief Executive, Council and DfC and DCMS.
* To ensure that client funding guidelines are produced in a timely manner and made available in all relevant media.
* To monitor the operations of, and delivery by, delegated organisations in relation to Lottery and Exchequer funds.
* To ensure that all statutory returns relating to grants disbursement meet relevant government guidelines and/or legislative requirements.

**Funding & Resources**

* To ensure effective control and management of the Council’s allocated grant resources including reporting, budgeting forecasting and procurement.
* To manage the Council’s capital expenditure projects as agreed between clients, funding bodies and Council.
* To provide appropriate advice and support to the Council and/or its sub committees on all matters relating to Lottery and Exchequer grant schemes, procedures and systems and to benchmark these against best practice.
* To manage the Council’s grant assessment and decision making processes, including reviews.
* To oversee all existing information database services and to identify areas for improvement and implementation.
* To prevent the risk of improper conduct and manage any cases of fraud which might arise, in line with the Arts Council’s Fraud Response Plan.
* To manage Procurement processes and guidelines within the Arts Council.
* To be responsible for an up-to-date and effective Business Continuity Plan.
* To manage grants records and the grants management system.
* To manage the administration of Board meetings, including invites, agendas and minutes etc

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| **Leadership & Management*** To provide positive and professional leadership and line management to designated staff within the Arts Council.
* To advise Arts Development staff on all aspects relating to the operation of the grants management system
* To contribute as a member of the senior management team and participate in the generation of new ideas and fresh approaches to how the Council conducts its business.
* To keep up-to-date with developments in funding for the Arts, maintaining close relationships with the other distributing bodies and all others working in this area.
* To support the implementation of the Arts Council’s policies in relation to statutory compliance requirements.
* To act as Data Controller for the organisation.
* To ensure appropriate procedures are in place to satisfy information requests (e.g. GDPR, Freedom of Information, Parliamentary Questions, Assembly Questions, Ombudsman etc) within statutory or other deadlines.
* To manage the Arts Council’s complaints process and the Customer Charter.

**To undertake any other appropriate duties which may reasonably be allocated.** |

**Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

Candidates will be required to demonstrate experience of:

 (a) Proven experience of at least 3 years full time (or equivalent) gained within the past 5 years at a senior level of developing and managing programmes to meet strategic objectives.

(b)Demonstrate understanding of a grant giving environment.

(c)Demonstrate effective leadership in a senior position.

1. Evidence of success in building and maintaining effective working relationships at a senior level within an organisation and with external organisations.
2. Demonstrable understanding of Public Sector accountability.

**Desirable Criteria**

1. Experience of managing and reviewing grants processing systems to ensure fitness for business purpose.
2. Demonstrable knowledge and understanding of the key challenges facing NI arts organisations.

**4. Personnel: Please state below**

 Who will the individual report to?

 Who will the individual report to?

Roisin McDonough - Chief Executive

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

 Roisin McDonough - Chief Executive

**5. Transfer of learning**

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

 individual and their organisation.

**Individual**

The post holder will benefit from working with an extensive range of stakeholders and will gain valuable experience in contributing towards the development of Arts Council policies and procedures. The post holder will have the opportunity to engage directly with other Departments and a range of DfC’s Arm’s Length Bodies.

**Parent Organisation**

Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of a key Departmental and Ministerial priorities while providing the opportunity to widen the skills and experience of the existing Team.

**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 a suitable candidate is identified and a release date agreed.

**Salary Scale:** £49,806 - £54,588 per annum

Salary and other related costs will be met by the Arts Council of Northern Ireland.

**Duration**: Temporary 6 months with possible extension subject to review.

**Location**: Arts Council of Northern Ireland, Linen Hill House, 23 Linenhall Street,

 Lisburn, BT28 1FJ

**Further information**: Selection for this post will be as follows:

Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview

For further information please contact Witney Williamson at wwilliamson@artscouncil-ni.org

**Closing Date: Applications must be submitted by 4.00pm on Friday 03 December 2021 to:**

interchangesecretariat@finance-ni.gov.uk

**7. Endorsement**

 **Interchange Manager**

W. Williamson

Signed

10/11/2021

 Date