# Hosting Proforma

Integrated Education Fund

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Janine Turner

 Name

 Organisation/

Integrated Education Fund

 Department

Forestview

Purdy’s Lane

Belfast

BT8 7AR

 Address

 Telephone Fax number

N/A

028 9069 4099

 Number

janine@ief.org.uk

 E-mail

Type of Opportunity

Secondment – 2 years with the possibility of an extension, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

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| **Head of Public Affairs and Advocacy**We are offering you an exciting opportunity to lead the IEF’s public affairs and advocacy work. Our vision is to transform the education system in Northern Ireland to help ensure that parents have access to integrated education for their children.You will have a high profile and critical strategic role with responsibility for developing and executing innovative, high impact public affairs and advocacy strategies that deliver meaningful, tangible outcomes. You will be a member of a committed, dynamic Senior Management Team, working to advance a deeper understanding of the role of integrated education as an essential part of the reconciliation process in Northern Ireland, and of building a society that celebrates respect, understanding and friendships across traditional divides. A significant proportion of your time will be spent representing the IEF with key stakeholders and developing the trusted partnerships needed for the IEF to deliver on our purpose.  |

 Main objectives of the opportunity

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| **KEY DUTIES AND RESPONSIBILITIES**1. **Strategy**Work closely with the Chief Executive, Board of Directors and other IEF Committees, to review, update and implement a compelling public affairs and advocacy campaign which will challenge the segregated nature of Northern Ireland’s education system, and deliver change.
2. **Policy**Monitor relevant policy activity across the UK and prepare regular briefings to ensure that the IEF Board of Directors and staff are aware of key political and legislative developments relevant to the charity’s vision.Prepare draft responses to relevant consultations and policy debates and develop policy position papers and identify opportunities for the IEF to contribute to parliamentary select committees and All Party Parliamentary Groups.
3. **Public Affairs** Enhance the IEF’s visibility and give the IEF a prominent voice with policymakers and key stakeholders, developing and maintaining strong relationships which will advance the IEF’s strategic aims and further develop not only the IEF’s reputation as a credible and respected voice in the field of education, but also its impact on society and the economy. Establish and maintain regular contact, including regular meetings, with key stakeholders and decision makers in Belfast, London, Dublin and elsewhere.
4. **Research**Strengthen the evidence base needed to reduce the segregated nature of the NI education system by monitoring existing policies and trends in education, peace studies and politics at Northern Ireland, UK and EU levels and identifying the need for, or commissioning relevant research independently and in partnership with others.
5. **Website, Social Media and other Communications**Maintain and update the public affairs and advocacy content for the IEF website, social media, and publications.Work closely with the IEF Senior Management Team to ensure consistency in messaging across all the key elements of the IEF’s work (Public Affairs, Advocacy, Communications, Fundraising, Parental Engagement and Grant Making) as well as other IEF initiatives. Working with the IEF’s Data Protection Officer, the CEO, ensure the IEF’s Data Protection Policy (including GDPR) and Internet, Social Media and Computer policy, including media protocols and standards are well understood by IEF Directors, staff and volunteers and that they are implemented. When appropriate act as the Fund’s spokesperson to the public, press and other media and act as the key point of contact on public affairs issues.Co-ordinate research projects and support fundraising for these, as well as ensure the outputs are communicated to maximum effect.
6. **Reporting, Monitoring and Feedback** Produce and present a report at monthly Board of Director meetings outlining current activities and evaluating the success of the public affairs and advocacy work being carried out, and use the findings and feedback to inform further work and influence the future direction of the strategy.
7. **Other** Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of the following:1. **Role Specific**
2. Either a relevant third level qualification and 2 year’s relevant experience, working at a senior level, which includes taking a significant role in:a) Developing and implementing a Public Affairs and/or Advocacy strategy; and

b) Demonstrated experience of managing high profile issues with discretion ***Or***3 year’s relevant experience, working at a senior level, which includes taking a significant role in …. (as per 1a and 1b above)1. An understanding of the range of education issues facing communities in Northern Ireland
2. A practical and working knowledge of Northern Ireland politics, political sensitivities and government structures
3. An understanding of, and empathy for the values and ethos of integrated education
4. Outstanding interpersonal communication skills, with the ability to communicate at all levels
5. Excellent writing and editing skills including the ability to translate complex concepts into meaningful 'everyday' language and with experience of producing a wide range of collateral including reports, fact sheets, briefs, articles
6. Strong attention to detail and excellent organization skills, including a proven ability to prioritise effectively under pressure and successfully handle multiple projects to deadlines and targets
7. **General**
8. Ability and willingness to maintain flexibility in your working hours in order to attend meetings and events outside normal business hours, and also outside Northern Ireland as necessary
9. A full driving licence and access to private transport for work purposes, with appropriate insurance, that would allow the post holder to meet the travel requirements of the post in full
10. Proficiency in computer skills with experience of using MS Office, including Word, Access, Outlook, Powerpoint and the internet in a work environment
11. Experience of working with website content management systems and Adobe Photoshop or similar products
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Tina Merron, CEO |

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

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| Tina Merron, CEO |

**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 the individual, their employer and the host organisation.****Benefit to individual**Developing good working relationships with a diverse range of stakeholders including government departments (Belfast, London and Dublin), businesses, community and other voluntary organisations, and other key influencers.Sharing and enhancing the individual’s skills. Offering the individual a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.Making a tangible difference to people’s lives.**Benefit to individual’s employer**The individual will enhance their skills and will build relationships and contacts that will ultimately be of benefit to the employer.**Benefit to the host organisation**The Integrated Education Fund (IEF) will benefit from the different perspectives, skills and experience brought by an individual from another 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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| **Start Date:** 01 June 2021, or as soon as a suitable candidate has been identified and a release date has been agreed.**Salary Scale:** NJC Scale PO2, Points 29-32 (currently £32,910 - £35,745 pa). The IEF will pay salary costs and associated expenses. **Duration:** 2 years with the possibility of extension, subject to the agreement of all parties.**Location:** Forestview, Purdy’s Lane, Belfast, BT8 7ARHomeworking will also be available if required under Covid-19 restrictions.**Selection:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.**Further information about the post**: please contact Janine Turner: janine@ief.org.uk **For further information about the work of the Integrated Education Fund:**please visit our website [www.ief.org.uk](http://www.ief.org.uk) **Closing Date:** Applications must be submitted by **12 noon on Tuesday 04 May 2021** to:interchangesecretariat@finance-ni.gov.uk\*NI Civil Service Staff are not eligible for this opportunity. |

**7. Endorsement**

 **Interchange Manager**

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**Signed:**

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**Date:**