NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Northern Ireland Police Fund

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Ronnie Pedlow

 Name

 Organisation/

NIPF

 Department

100 Belfast Road

Holywood

Co Down

BT22 2RE

 Address

N/A

02890 393556

 Telephone Fax number

 Number

Ronnie.Pedlow@nipolicefund.gov.uk

Cara.Peoples@nipolicefund.gov.uk

 E-mail

Type of Opportunity

**I/C 27/21 - Assessment Officer**

Secondment – 2 Year with the possibility of an extension for a further 1 years, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

**Assessment Officer for the Northern Ireland Police Fund**

**BACKGROUND**

The Northern Ireland Police Fund (“the Fund”) was set up in late 2001 as a government response to the Independent Commission on Policing for Northern Ireland, Patten Recommendation 87, as reviewed by John Steele.

The Fund provides care and financial assistance to police officers and ex officers who have been injured or disabled as a direct result of terrorism, and to the widows and families of police officers injured or killed through terrorism.

It may, amongst other things, supplement the income of those on very low pensions, help finance the procurement of better prostheses or household equipment for the disabled and make bursaries for disabled officers and dependents who wish to study. The Fund may also offer funding, upon application, to organisations who provide services to its clients in line with its objectives.

The Fund is an Executive Non Departmental Public Body.

The post holder will report directly to the Head of Assessment. The post holder will exercise a high degree of autonomy for his/her particular area of work and have the ability to work as a key member of a small secretariat team.

 Purpose of the Post

The Northern Ireland Police Fund was established to ensure the equitable distribution of resources in a manner which will directly benefit members and ex-members of the Police in NI and their immediate families, whose lives have been adversely affected by terrorist activity.

The role of Assessment Officer is crucial to the success of this programme, meeting with clients and being the direct point of contact between the Fund and its potential beneficiaries across NI.

The Assessment Officer will conduct home visits and write up applications for funding using a bespoke database and make recommendations to approve or decline applications submitted.

The Assessment Officer will be the main point of contact for the clients and advise them on the eligibility and application process as well as informing them on schemes available.

The Assessment Officer will travel extensively throughout the province and proactively arrange home assessment visits.

Main duties and responsibilities will include:-

* The Assessment Officers role is to evaluate the viability and impact of funding applications from individuals and to assist clients when making an application across grant schemes
* Process grant applications
* Make recommendations based on set criteria
* Analyse financial information
* Carry out home assessment visits to clients
* Provide information to clients on all Fund schemes
* Follow up on grant management
* Manage workloads effectively
* Communication with Clients, agencies and Stakeholders
* Other Duties as required

**3. Skills requirements**

What qualities, skills and experience are required from the individual?

# Essential Criteria

The successful candidate must be able to demonstrate:

* Strong oral and written communication skills
* Strong interpersonal skills to deal with a range of clients

Applicants must be able to demonstrate that they have relevant experience to the post, which includes:

* Assessment of applications on behalf of a major funding body
* Applicants will understand the confidential nature of the relationship with individual clients and the challenges faced by clients who are bereaved, or physically and / or psychologically injured.
* The post holder must have the necessary skills and empathy to meet with clients and conduct home visits.
* Applicants must have experience of working with a grants database, and following organisational process when writing applications for consideration.
* Applicants must demonstrate excellent communication skills and the ability to represent the organisation at all levels, including the ability to develop and maintain relationships internally and externally.

The successful candidate for this opportunity will be SO1 NJC (£27,741-£29,577)

It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

CTC clearance is an essential requirement for this post and successful applicants must undergo CTC clearance on taking up post if not already held.

The post holder will require CTC clearance.

# Desirable Criteria

# Experience of work with police agencies;

# Demonstrable knowledge of issues affecting the lives of police officers, carers and their families

# Ability work within the parameters of the assessment criteria

# Understanding of current eligibility criteria and process

**4. Personnel: Please state below**

 Who will the individual report to?

Head of Assessment

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

Head of Assessment

**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 across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area. The post holder will have the opportunity to engage directly with the Client and staff of the Fund.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around working with the Police family. The successful applicant will also gain invaluable experience in working with individuals and at the same time will broaden the post-holders knowledge of working within an NDPB and the issues it can face.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to develop strong client relationships and widen the skills and experience of the existing Northern Ireland Police Fund assessment 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 possible, please note that a start date will be agreed on confirmation of satisfactory security clearance to CTC level.

**Clearance:** Security clearance to CTC level is required for this post. If security clearance is not already held, this will be organised by NIPF.
**Duration:** Two Secondment opportunity (may be extended up to one further year, subject to the agreement of all parties).

**Location:** NIPF, Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY. It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

**Resources:** Office based with relevant facilities but will involve travelling to venues outside the office complex.

**Salary Scale:** £27,741-£29,577.

**Funding:** The Northern Ireland Police Fund 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.

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

**Contact:** For further information about the post please contact Ronnie Pedlow or Cara Peoples at the Northern Ireland Police Fund on 028 9039 3556 or by email to admin@nipolicefund.org including ‘ASSESSMENT OFFICER SECONDMENT OPPORTUNITY’ in the title.

**Closing Date**:Applications must be submitted by 5.00pm on Fri 14 May 2021 to:

**interchangesecretariat@finance-ni.gov.uk**

\***This opportunity is not open to NI Civil Service staff**

**7. Endorsement**

 **Interchange Manager**

Ronnie Pedlow

Signed

30.4.21

 Date