# Hosting Proforma

Department for Communities

Name of Host

Organisation

**1. Interchange Manager’s details**

Anne-Marie O’Kane

Name

Organisation/

Voluntary and Community Division

Department

4th Floor

9 Lanyon Place

Belfast

BT1 3LP

Address

Telephone Fax number

07828425727

Number

AnneMarie.o’kane@communities-ni.gov.uk

E-mail

Type of Opportunity

12 Month Secondment Opportunity - Two full time Policy Co-Design roles within the Voluntary and Community Division (1 x Debt Policy &

1 x General Advice Policy)

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| To support the delivery of Financial Inclusion policy development responsibilities and the delivery of 3 interlinked elements of the Team’s work; Debt Advice Services, Generalist Advice Services; and establishment of a NI Debt Respite Scheme.  The post holders will work as part of a multi-disciplinary team on the co-design of new policy, programmes and partnership structures to support this agenda. |

Main objectives of the opportunity

|  |
| --- |
| **Post 1: Debt Policy**  Local policy on financial capability, financial inclusion, debt and the commissioning of debt services are devolved responsibilities.  Responsibility for Financial Capability transferred from the Department for the Economy, Trade and Investment (DETI) to the Department for Communities in May 2016.  In addition, the Financial Guidance and Claims Act 2018 transferred responsibility for commissioning of debt advice services from the Money Advice Service to the devolved authorities, which for Northern Ireland meant the Department for Communities. The decision to transfer responsibility and funding for debt advice was welcomed by all the devolved authorities placing decision-making and accountability for the delivery of debt advice locally in each country.  Post-holders will contribute to the following objectives   1. Review of existing programmes, 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 public engagement and decision making 7. Development of an outcomes based Monitoring & Evaluation Framework   **Error! Filename not specified.**  Hilland, Christine10:58  **Post 2: General Advice Policy**  The Department is responsible for policy on generalist advice services. This includes advice on issues like welfare benefits, housing, finance, consumer and employment issues. It involves the provision of initial broadly based advice services, with the option for referral to organisations which can provide more in-depth support.  Access to good quality, independent advice is important in addressing poverty in our communities and contributes to raising living standards and reducing living costs for those below the poverty line.  The Advice Sector plays an important and vital role in supporting people in need and in helping to combat many forms of disadvantage. Across the region the Advice Sector helps tens of thousands of people each year in terms of delivering good quality advice services which are provided free of charge at the point of need. The Advice Sector provides a diverse range of information, advice and advocacy services which cut across a number of the NI Executive Departments, to include advice as regards welfare benefits, housing, rates, consumer issues, health, debt, legal, employment issues etc.  The Advice Sector is facing unprecedented change which will have far reaching impact on the way in which services are organised, delivered and supported across Northern Ireland. A more challenging funding environment and lessons learned as we seek to rebuild and renew following the impact of the Covid pandemic will change the way advice services are delivered. The Advice Sector will continue to play a key role in designing services which will best meet the needs of citizens.  Post-holders will contribute to the following objectives   1. Review of existing programmes, 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 public engagement and decision making 7. Development of an outcomes based Monitoring & Evaluation Framework |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **Skills and knowledge requirements:**  While the precise duties and responsibilities of individual posts will vary, all posts will involve activities requiring the following knowledge and skills:  **Research and analysis**  e.g.   * Undertaking research, qualitative and quantitative analysis, policy assessments, best practice reviews and evaluation on a broad range of topics relating to the voluntary and community sector; * Contribute to the review of programme, policies and current practices, 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;   **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.   **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?

|  |
| --- |
| Anne-Marie O’Kane |

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

|  |
| --- |
| Debt Policy - Donna-Marie Hancock  General Advice Policy – Nuala McKenna |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| Benefit to DfC:   * Expertise and knowledge from voluntary and community sector is needed to inform the Department’s strategic approach to supporting the sector. * The creation of a cross-sector team 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 and further develop mutual understanding and cooperation between the sectors * This interchange 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 Voluntary and Community 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 fascinating and 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 |

**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.

|  |
| --- |
| **Start date**  Successful candidates will be expected to take up their posts by September 2021  **Duration**  Candidates will be seconded for 12 months initially with a possible extension of up to 12 months, subject to agreement from all parties. This opportunity is for a maximum of 24 months duration.  **Location**  The Voluntary and Community Division 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: £32,008 - £33,128 (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 candidates 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 posts before deciding to apply should contact Anne-Marie O’Kane by email: AnneMarie.O’Kane@communities-ni.gov.uk  **Closing Date:** Applications must be submitted by email by **5.00pm on Wed 7 July 2021** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  **\*This opportunity is not open to NI Civil Service staff.** |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Anne-Marie O’Kane** |

**Signed:**

|  |
| --- |
| **14/06/2021** |

**Date:**