# Hosting Proforma

Name of Host Organisation

Commissioner for Survivors of Institutional Childhood Abuse

**1. Interchange Manager’s details**

Joanne McComb

 Name

 Organisation

Commissioner for Survivors of Institutional Childhood Abuse

5th Floor South Queens Court

56-66 Upper Queen Street

BELFAST

BT1 6FD

 Address

 Telephone Number

02890 893977

admin@cosica-ni.org

 E-mail

 Type of Opportunity

**2 year Secondment - Staff Officer - Policy and Communications Officer**

**2. Details of hosting opportunity**

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| **Staff Officer - Policy and Communications Officer**The Commissioner for Survivors of Institutional Childhood Abuse (COSICA) was established upon recommendation of the HIA Inquiry, with the principal aim of promoting the interests of Victims and Survivors. Fiona Ryan was appointed as Commissioner in December 2020. COSICA has been established as a Non Departmental Public Body (NDPB) and is sponsored by the HIA Implementation Branch, which sits within The Executive Office (TEO). The role holder will assist the Commissioner and the office in carrying out the Commissioner’s duties and powers. Including by taking forward external communications to promote the Commissioner’s work, and other matters of interest, ensuring all stakeholders including Victims and Survivors have access to these in a timely, sensitive and appropriate manner. They will conduct quality research where systemic or thematic issues are identified, and draft appropriate and high quality briefing in a timely manner. This is a high profile area, requiring sensitivity and a level of political awareness. **A Job Specification is attached at Annex A** |

**Main objectives of the opportunity**

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| * Promote awareness of COSICA and create opportunities for Victims and Survivors to engage with the office.
* Support the development of a communications plan to raise awareness of COSICA, including via social media channels.
* Regularly monitor, maintain and update COSICA’s social media and website activity.
* Organise, plan and manage corporate events.
* Identify and develop appropriate contacts within stakeholder organisations to establish effective working relationships and communication channels.
* Conduct research and provide policy advice into systemic or thematic matters relevant to historical institutional childhood abuse, including scoping current sources of historical data and identifying gaps and challenges.
* Identify key findings and prepare briefings on thematic and systemic issues relevant to the Commissioner’s statutory obligations and powers;
* Draft input for responses to Ministerial and Official Correspondence, and Assembly Questions.
* Maintain awareness of issues of interest to the Commissioner, the office, Victims and Survivors, and wider stakeholders, including developments in other countries and jurisdictions worldwide.
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**3. Skills requirements**

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| The role holder is required to have;* An ability to undertake research, collate, analyse and manage information effectively in accordance with relevant Data Protection Legislation
* Excellent IT skills
* Strong interpersonal skills
* Exercise confidentiality and sensitivity
* An ability to build positive relationships
* Effective negotiating and influencing skills
* Excellent written and oral communication skills are essential
* Good organisational and planning skills
* An ability to prioritise and manage workload
* The ability to work on own initiative and as part of a small team
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**4. Personnel: Please state below**

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| The role holder will report and be line managed by the Policy and Communications Deputy Principal |

**5. Transfer of learning**

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| **Benefit to Individual**ThePolicy and Communications Officer will join a team of ten staff, working to establish and promote the organisation in a dynamic and highly rewarding policy area. In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make contacts within the Northern Ireland Civil Service, and the wider public sector. The individual will also play a key role in supporting COSICA and the wider organisation in fulfilling its role in promoting the interests of Victims and Survivors. **Benefit to individual’s employer**The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future. **Benefit to COSICA** COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**6. Logistics**

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| **Start Date** **Duration** **Location** **Funding** **Selection Process** **Further information** **Closing Date** | As soon as a suitable candidate has been identified and appropriate security clearance confirmed. 24 Months initially with the potential to extend for 1 year up to 3 years. 5th Floor South  Queen’s Court 56-66 Upper Queen Street, Belfast, BT1 6FDThe salary will be NICS SO pay band **(£32,008 - £33,128**). COSICA will pay the total salary costs and associated expenses to the home department/organisation on a full cost recovery basis. A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with Fiona Ryan COSICA and a member of her team, to discuss the skills, knowledge and experience the applicants would bring to the post. **It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed.**Contact: admin@cosica-ni.orgApplications must be submitted by **12noon on Friday 9 July 2021** to:**For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net****For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Joanne McComb** |

**Signed:**

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| **22 June 2021** |

**Date:**

 **Annex A**

Job Specification

The Policy and Communications Officer is a key post within the organisation and in relation to the wider stakeholders involved in this field of work. The role holder will assist the Commissioner and the Office in carrying out the Commissioner’s duties and exercising their powers. The role holder will report to the Policy and Engagement Advisor (DP) and will be based in the Commissioner’s Office at Queen’s Court, Upper Queen Street, Belfast. Specific duties will include:

**Communications and Engagement**

* Promoting awareness of COSICA and create opportunities for a wide range of stakeholders, including Victims and Survivors, to engage with the office;
* Contribution to the development of a communications plan, including profile raising activities through consistent, quality content of social media channels and website management;
* Establish and maintain an appropriate social media presence for the Commissioner, and regularly monitor social media and website activity.
* Take responsibility for updating the organisation’s website and social media;
* Identify and develop appropriate contacts within stakeholder organisations to establish and maintain effective working relationships and communications channels;
* Lead on the event management of corporate events.

**Policy Research and Development**

* Undertake research and provide policy advice on systemic and thematic matters relevant to historical institutional childhood abuse, including scoping current sources of historical data and identifying gaps and challenges;
* Identify key findings and develop appropriate draft briefing on areas relating to the Commissioner’s powers to advise government and policy makers;
* Draft input for responses to Ministerial and Official Correspondence and Assembly questions;
* Maintain awareness of key issues of interest to the Commissioner, the office, Victims and Survivors and wider stakeholders, including developments in other countries and jurisdictions where applicable.

**Line Management**

* A support team of three cross functional EOII staff members is being recruited. It is planned that these will share and/or rotate roles and there may some line management responsibility involved in this role.