# 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

**Interchange – EOII**

Applications are invited at EOII or analogous grades and from other staff who meet the criteria.

**2. Details of hosting opportunity**

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| **EOII - Engagement and Corporate Services Support**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 be expected to share duties or rotate positions as required. The role is predominantly within the Corporate Services side of the organisation but the workloads will span across both Policy and Engagement and Corporate Services, and the role holder will be expected to share duties or rotate positions as required. **A Job Specification is attached at Annex A** |

**Main objectives of the opportunity**

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| * Act as first point of contact for stakeholder and Victim and Survivor enquiries.
* Provide support, information, advice and guidance to Victims and Survivors, and/or refer onwards as appropriate and in line with training provided. Support managers in their discrete roles in providing services to Victims and Survivors.
* Facilitation of meetings including; scheduling and diary management, arrangement of meetings both in-person and via video-conference, sharing agenda in advance, recording of notes where required and the sharing of same.
* Using Content Manager, including appropriate filing of correspondence using agreed naming conventions.
* Ensure that complex, personal and sensitive information is communicated within the boundaries of Data Protection legislation.
* Monitor and manage scheduled governance returns to the Sponsor Branch, working with managers to ensure these are planned and responded to in a timely manner and alerting managers to all unscheduled or urgent governance, financial or other requests.
* Contribute to business monitoring and planning, including monitoring and reporting statistics about contacts and enquiries to the office.
* Collate, analyse and prepare draft information as required to assist line manager and COSICA in progressing key functions.
* Participate in and provide assistance with policy tasks including preparation of draft briefings.
* Processing of purchase orders, invoices, expenses and related matters on AccountNI.
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**3. Skills requirements**

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|  **The role holder must demonstrate;*** Experience of building positive working relationships with a wide range of stakeholders
* Working positively with colleagues and partners to generate commitment to deliver results and meet deadlines
* Excellent communication skills, verbal and written
* Excellent organisational skills
* A flexible and innovative approach to deliver solutions
* A sound understanding of Microsoft and NICS computer packages or equivalent

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**4. Personnel: Please state below**

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| It is anticipated the role holder will report to and be line managed by the Engagement Staff Officer |

**5. Transfer of learning**

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| **Benefit to Individual**As an EOII the individual will join a team of ten staff, working to establish the office structures to enable COSICA to deliver a support, information, advice and guidance service to Victims and Survivors.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 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 security cleared. 24 Months initially with the potential to extend up to 3 years. 5th Floor South  Queen’s Court 56-66 Upper Queen Street, Belfast, BT1 6FDThe salary will be NICS EOII pay band. COSICA 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. A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with two members of the COSICA 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: 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 role holder will work as part of a cross functional team that will support both sides of the COSICA office; Policy ad Engagement as well as Corporate Services. The role holder will be expected to share duties or rotate positions as requires and will be based in the Commissioner’s Office at Queen’s Court Belfast. Specific duties will include:

**Engagement**

* Act as a first point of contact for enquiries from Stakeholders, including Victims and Survivors;
* Provide support, information, advice and guidance to Victims and Survivors, and/or refer onwards as appropriate and in line with training provided.
* Support managers in their discrete roles in providing services to Victims and Survivors

**Supporting Office Functions**

* Facilitation of meetings including; scheduling and diary management, arrangement of meetings both in-person and via video-conference, sharing agenda in advance, recording of notes where required and the sharing of same;
* Use of Content Manager, including appropriate filing of correspondence using agreed naming conventions;
* Ensure that complex and sensitive information is processed within the boundaries of Data Protection legislation;
* Collate, analyse and prepare draft information as required to assist line manager and COSICA in progressing key functions;
* Processing of purchase orders, invoices, expenses and related matters on AccountNI;
* Participate in policy issues and provide assistance with policy tasks including preparation of drafts.