# Hosting Proforma

NI Council for Voluntary Action (NICVA)

Name of Host

Organisation

**1. Interchange Manager’s details**

Úna McKernan

Name

Organisation/

NICVA

Department

61 Duncairn Gardens

Belfast

BT15 2GB

Address

Telephone Fax number

02890877777

Number

Una.mckernan@nicva.org

E-mail

Type of Opportunity

Secondment to cover maternity leave

**2. Details of hosting opportunity**

Description of opportunity

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| **Human Resources Manager**  Fixed term maternity cover contract, approximately 9-10 months.  Part-time (actual hours will be agreed with successful candidate) minimum 21  up to a maximum of 28 hours per week)  Salary equivalent to NICVA Scale J, NJC Salary points 32 - 34  (£35,745 - £37,890 per annum, pro rata). |

Main objectives of the opportunity

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| **Summary of main responsibilities**:   * To manage NICVA’s HR function. * To provide advice and guidance to NICVA managers on employee relations matters and be responsible for the development and implementation of HR policies and procedures in line with employment legislation and best practice. * To draft and implement new HR policies in line with current best practice. * To provide advice, guidance and training to VCSE (voluntary, community and social enterprise) sector organisations on a wide range of HR topics. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Experience and Qualifications - Essential:**   1. A minimum of three years’ experience working in a generalist human resources role with responsibility for:  * providing advice and guidance to managers on employment and HR matters; * developing HR policies and procedures; * supporting recruitment and selection processes  1. Membership of the CIPD at Associate level or above.   **Skills and competencies- Essential**   1. Excellent organisational skills to include the ability meet a variety of deadlines and manage a diverse workload. 2. Excellent oral and written communication skills and the ability to adjust the style and content to meet needs as appropriate. 3. Ability to build good working relationships with individuals and organisations. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Deputy Chief Executive |

**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 role is stand alone and will offer candidates an opportunity to support the work of NICVA internally as well as the Voluntary and Community Sector (VCSE) externally. Many organisations within the VCSE do not have a HR function and rely on the continued support and guidance from NICVA for HR queries. This is a unique opportunity for an individual to engage with the charity sector in NI and provide support to it.  NICVA is an IiP gold organisation and strives for best practice in all aspects of its work. Candidates will have the opportunity to guide the organisation on continuous improvement. |

**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**: As soon as a suitable candidate has been identified and a release date agreed.  **Duration**: Expected to last until November 2022. Any extension will be at the agreement of all parties.  **Location**: The normal place of work is the NICVA building however at present  all staff who can work from home, continue to do so in line with the NI  Executive guidance and this role is included in that. We are currently  developing our approach to where we work to include a blend of in NICVA  and at home working.  The NICVA building benefits from being large,  spacious and well ventilated and we have covid safety measures in place*.*  **Funding**: This post is part funded by the Department for Communities under the Regional Infrastructure Support Programme. Salary equivalent to NICVA Scale J, NJC Salary points 32 - 34 (£35,745 - £37,890 per annum, pro rata).  **Further information**: [una.mckernan@nicva.org](mailto:una.mckernan@nicva.org) Please email me if you wish to have an informal chat about the role.  **Closing Date:** Applications must be submitted by **4.00pm on Friday 28th January 2022** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Úna McKernan** |

**Signed:**

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| **12 January 2022** |

**Date:**