# Hosting Proforma

Parades Commission for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

Northern Ireland Office

 Department

Stormont House
Belfast
Northern Ireland
BT4 3SH

 Address

 Telephone Fax number

N/A

0289052 3515

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

Secondment – 2 years, with the possibility of an extension of up to one further year, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

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| **Administrative Officer****Background**The Parades Commission was established under the Public Processions (NI) Act 1998 the Duties and Functions of the Commission are:1. to promote greater understanding by the general public of issues concerning public processions.
2. to promote and facilitate mediation as a means of resolving disputes concerning public processions.
3. to keep itself generally informed as to the conduct of public processions and protest meetings.
4. to keep under review, and make such recommendations as it thinks fit to the Secretary of State concerning the operation of the Act.

The Parades Commission is supported and advised by a small secretariat. |

 Main objectives of the opportunity

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| **Main Objectives of the Opportunity*** To update the Parades Commission website with relevant parade notifications, ensuring that the information posted is accurate and up to date
* To provide administrative support to caseworkers
* To assist with issuing Parades Commission determinations and other correspondence in line with office procedures
* To prepare files and collate parade related reports as required
* Reception duties during weekly Commission meeting as required
* General office duties and support services for Commission as required – photocopying, filing, preparation of rooms for Commission meetings etc
* Respond to telephone and email queries as required
* Assist with payment of invoices
* To assist with the Office Manager duties and provide cover during absences
* Other ad hoc duties, as required

*Note:* *The successful officer may be required to work normal office hours of 9am to 5pm, particularly during the main parading period of June – August. There will also be restrictions on annual leave during these months.* |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **The Successful Candidate should have:*** Strong organisational and administrative support skills;
* the ability to use online systems (full training will be provided on the Commission’s online notification system);
* Interpersonal skills to deal with queries from members of the public both orally and in writing;
* Be able to work as a key member of a small secretariat team.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Office Manager |

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

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| Office Manager |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Benefits to the Individual**This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to society by contributing to tackling issues associated with parading. **Benefits to the Parades Commission**The Parades Commission will benefit from the addition of an enthusiastic and proactive member of staff to the team.**Benefits to their Organisation**The returning candidate will have contributed to a long-running sensitive issue, deep rooted in Northern Irish history. They will have gained experience in working in a dynamic office environment, with a wide range of stakeholders and learnt new skills. |

**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**: March 2022**Duration**: Two year full-time secondment opportunity up to March 2024 (may be extended for up to one further year, subject to the agreement of all parties).**Location**: Andras House, 60 Great Victoria Street, Belfast, BT2 7BB**Resources**: Office based with relevant facilities.**Funding**: £22,519 - £23,955, under review (NICS Administrative Officer Pay scale). The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis. **Further information**: A paper sift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with the Deputy Secretary and a member of her team, to discuss the skills and experience the applicant(s) would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.**Closing Date:** Applications must be submitted by **4.00pm on Friday 4th February 2022** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Elizabeth Martin** |

**Signed:**

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| **18 January 2022** |

**Date:**