# Hosting Proforma

Commissioner for Survivors of Institutional Childhood Abuse

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Joanne McComb

 Name

 Organisation/

Commissioner for Survivors of Institutional Childhood Abuse

 Department

5th Floor South Queens Court

56-66 Upper Queen Street

BELFAST

BT1 6FD

 Address

 Telephone Fax number

02890 544985

 Number

Joanne.Mccomb@cosica-ni.org

 E-mail

Type of Opportunity

**Secondment -** PA to the Commissioner (Corporate Services Support)

**2. Details of hosting opportunity**

 Description of opportunity

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| This is an exciting and worthwhile opportunity for a PA and Corporate Services Support at EO2 level to work within a small team working for the Commissioner for Survivors of Institutional Childhood Abuse (COSICA)  The office is located in central Belfast and works a hybrid working pattern, currently two days in the office and three working from home.   |

 Main objectives of the opportunity

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| The main duties include:* Provision of high quality administrative support to the Commissioner.
* Acting as the first point of contact for the office including, answering calls, monitoring the admin inbox and greeting visitors to the office as required.
* Assisting in the organisation of events including booking venues, and transport.
* Managing the Commissioners diary including the organisation of meetings; collation of papers, setting up Zoom meetings and ensuring emails are stored in Content Manager.
* Records management including the maintenance of the contact databases, contact lists and file management system (training will be provided).
* Updating Website with information (training will be provided)
* Assisting with the financial management of COSICA by generating invoices, raising Purchase Orders and ensuring payments are made in line with prompt payments through Account NI (training will be provided).
* Responsible for office supplies and ensuring that staff have the stationary and IT equipment required to enable them to carry out their duties.
* Other duties as directed by the line manager.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Strong organisational and administrative skills
* Previous Experience working as a Personal Assistant
* Experience in recording and writing minutes of meetings
* Strong written and oral communication skills including the ability to develop and maintain good working relationships
* Experience of assisting in the organisation of meetings and/or events
* Experience of records management and dealing with financial data
* Strong IT skills, with experience in the following desirable: Word; Outlook; Excel; financial management software; Content Manager; use of digital/social media platforms.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Joanne McComb  |

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

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| The role holder will report and be line managed by the Corporate Services Deputy Principal |

**5. Transfer of learning**

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

 individual and their organisation.

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| TheCorporate Services Support and PA will join a team of nine staff, working to establish and promote the organisation in a dynamic and highly rewarding 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 play a key role in supporting the Commissioner and staff 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**

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 possible **Duration**: 24 Months initially with the potential to extend for 1 year up to 3 years.**Location**: 5th Floor South  Queen’s Court  56-66 Upper Queen Street,  Belfast, BT1 6FD**Resources**: Resources to enable home working will be provided **Funding**: COSICA will meet salary and associated expenses and the salary range is: £26,017 - £26,575.**Further information**: contact Joanne McComb **Closing Date:** Applications must be submitted by **4.00pm on Friday 24 June 2022** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Joanne McComb** |

**Signed:**

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| **10 June 2022** |

**Date:**