# Hosting Proforma

The Executive Office (TEO)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Chris Haugh

 Name

 Organisation/

EVAWG Strategy

 Department

 Address

Castle Buildings

Stormont Estate

Belfast

BT4 3SL

 Telephone Fax number

02890522429

 Number

Chris.Haugh@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment - Coordinator** – EVAWG Lived Experience Reference Panels

**2. Details of hosting opportunity**

 Description of opportunity

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| This opportunity is for a suitably experienced person to establish, manage and service an Adult and Youth Lived Experience Reference Panels to assist the Ending Violence against Women and Girls (EVAWG) Directorate in TEO develop an Equally Safe – Ending Violence against Women and Girls Strategy (the Strategy). The overarching objective of the job is to bring together a representative pool, objectively selected, of volunteers to form adult and youth (up to 16 years old) Reference Panels comprised of those women and girls who are survivors of violence against them, whether in person or on-line, and also boys and men’s panels, who have an interest in EVAWG’s task in developing the Strategy. The panel membership will be drawn from across Northern Ireland and be representative of communities, including intersectionality. The role will also include developing a list of people who are willing to be consulted on a more ad hoc basis, alongside the more formal panels. The intention would be to, over time, create a large cohort of people that we contact to test specific aspects of the draft Strategy.  |

 Main objectives of the opportunity

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| The main objectives include:**1. Process and procedures** a. Working closely with the EVAWG Directorate team, develop terms of reference, role descriptions etc. for the Adult and Youth Panels. b. Maintain an up-to-date database of panel members, compliant with data protection regulations. c. Maintain accurate records of panel activity, decisions, and feedback. **2. Recruit, induct and support Panel members** a. Liaise with appropriate bodies to recruit panel members to ensure appropriate geographic, and demographic representation. b. Develop an induction programme and materials for panel members. c. Engage regularly with panel members to ensure they feel supported. d. Deliver or facilitate training or other support to enable people to engage. e. Manage a small budget for travel and other panel expenses. **3. Facilitate panel engagement activity** a. Facilitate mechanisms for engagement, e.g., virtual, or in-person meetings, small focus groups, email, phone calls, letters, on-line polling, etc. b. Organise larger meetings as needed, including pre and post meetings for panel members if required. c. Act as facilitator during meetings. d. Ensure timely feedback to and from the panel. e. Keep panel members informed of progress on the Strategy and other relevant information through a range of effective methods of communication, including an e-zine**4. Liaise between the EVAWG Directorate and the panel** a. Liaise with the EVAWG Directorate to manage engagement activity. b. Facilitate communications between the EVAWG Directorate and the panel.c. Ensure that both parties are satisfied with the process. d. Attend meetings as required. e. Promote and represent the work of the panel. **Other requirements** * Willing to work flexible hours and travel across Northern Ireland (if required) using own transport.
* Actively promote the principles of equal opportunities, celebrate diversity and challenge discriminatory practice.
* Act in a manner that contributes to a positive and credible public profile for the EVAWG Directorate
* Take part in training and personal development and participate in the EVAWG Directorate team meetings, staff development, and reviews.
* Undertake any such other duties associated with development of the Strategy as may from time to time be required.

This is not a final and complete statement of the duties attached to this post which may need to be amended from time to time in accordance with the changing needs of the EVAWG Directorate and TEO Ministers |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Prior experience of facilitating direct citizen engagement, including facilitating participation by young people in policy-making or public discourse.
* Prior experience and a good understanding of ethical practice and participant safety in facilitating engagement with vulnerable adults and of young people in relation to sensitive issues.
* The coordinator must have excellent organisational skills for **planning out objectives, schedules, and meetings** with an ability to influence others.
* Ability to effectively multi-task and manage multiple responsibilities at any one time.
* Have a keen attention to detail for ensuring the project meets all the business' objectives and goals.
* Excellent oral **communication skills** with an ability to lead, guide, and be persuasive in putting their case forward
* Excellent writing skills to present papers to the panels and reports to senior management.
* Be able to use electronic communication methods, including social media, to engage young people and enable them to participate in engagement processes.
* Excellent inter-personal skills to develop and maintain productive relationships both internally and externally.
* Goal-driven, self-starter, **able to meet strict deadlines** and work well under pressure.
* Familiar with **Microsoft Office and perfor**ming digital administrative tasks.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Jane McCarthy for day-to-day business matters  |

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

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| Rosemary Fennell |

**5. Transfer of learning**

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

 individual and their organisation.

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| EVAWG will benefit from this opportunity by sharing the skills of the individual in their approach to establish and manage a diverse range of stakeholders in a challenging environment and subject matter to deliver agreed objectives. EVAWG will also benefit in that the reference panel approach will be an important tool for making sure that the Strategy is grounded in lived experience, as requested by Ministers and the TEO Committee.The individual will benefit from working at the heart of central government in Northern Ireland on a key Executive Ministerial objective, and from being exposed to TEO Ministers during written and oral briefings and meetings. The individual (and their organisation) will gain an increased understanding of the wider governmental policy environment.The individual’s organisation will benefit from the learning gained through this opportunity on the development of front-line Executive policy in a key area, and in this case, the bottom-up approach, that can aid the organisation to develop their inter-linking work to complement the Executive’s policy and work programmes.  |

**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**: 9 months with option to extend for a further 12 months (part-time working may also be considered).**Location**: Castle Buildings when public health advice allows, otherwise working from home. Successful candidate must have access to a form of transport as some travel within Northern Ireland may be required.**Resources**: Whilst in the office, a desk and IT equipment will be provided by the Host**Funding**: The EVAWG Directorate will cover the cost of the successful candidate’s gross salary costs within the range £39,748 to £42,639 plus all employer costs. **Further information**: Travel and subsistence costs associated with the role will be met. Reasonable training costs associated with the post will also be provided by the host. For further details please contact Chris Haugh by email at: Chris.Haugh@executiveoffice-ni.gov.uk **Closing Date:** Applications must be submitted by **4.00pm on Thursday 11 August 2022** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Chris Haugh** |

**Signed:**

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| **11 July 2022** |

**Date:**