# Hosting Proforma

 Name of Host

Executive Programme on Paramilitarism and Organised Crime (cross Executive but hosted in Department of Justice)

 Organisation

**1. Interchange Manager’s details**

Gillian Shackleford

 Name

Programme Team – Executive Programme on Paramilitarism and Organised Crime

 Organisation/

 Department

Block B, Castle Buildings
Stormont Estate
Belfast
BT4 3SG

 Address

 Telephone Fax number

N/A

07890 055040

 Number

Gillian.shackleford@endingtheharm.info

 E-mail

Secondment: This is an opportunity at **Staff Officer** level – until 31 March 2024, with the possibility of an extension, subject to agreement between parties and confirmation of the continuation of Programme funding.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| We are looking to fill a vacancy at **Staff Officer** level to support the effective governance of the Executive Programme on Paramilitarism and Organised Crime (EPPOC).This is an exciting opportunity to take on a key support role in a multi-disciplinary and transformational change programme aimed at reducing the impact of paramilitary harm, coercion and control on vulnerable individuals and communities. The Programme Team is hosted in the Department of Justice but our work is cross-Executive in nature.Paramilitarism in Northern Ireland remains a stubborn, complex, intergenerational issue. Recent data and research suggest that nearly 1 in 3 people in Northern Ireland live in an area that experiences paramilitary fear and intimidation. The EPPOC is focused on creating safer communities, resilient to paramilitarism, criminality and coercive control. The EPPOC comprises nearly 80 projects of varying scale and type. Initiatives range from early interventions that stop vulnerable (young) people and their families being exploited, through to projects that educate and challenge the ‘normalisation’ of violence over the longer term. We work collaboratively with 7 NICS Departments, 22 statutory agencies, over 50 public sector and 180 community/voluntary sector bodies. Our annual budget is approximately £13m. We are a core Programme team of 10 people. Our approach is informed by local, regional and international best practice. We were the first Programme of this scale and complexity in Northern Ireland to implement a ‘public health approach’ to violence reduction. This internationally recognised methodology involves using evidence and data to understand the problem and identify the risks and protections linked to it; and then to design and test responses aimed at reducing the prevalence or impact of those same problems and monitor results. Since the start of the Programme in 2016, we have supported thousands of young people, reducing their short and longer-term vulnerability to paramilitary harm. Our work is building capacity in communities and among particularly vulnerable groups. We are promoting wider system change to ensure that existing supports are more joined up and better able to address the many manifestations of paramilitary harm. We have significantly enhanced the availability of research and data on the issues, from a low starting base, and increased the number and mix of partners and organisations actively engaging in reducing paramilitary harm. In 2021/22 the Programme supported hundreds of people through community projects aimed at creating community resilience. Examples include: * Over 7,000 people supported through 4 place-based projects to support young people and their families in education.
* 3,282 young people through youth work based diversionary or wider support projects, including 425 at acute risk and 244 young people diverted from involvement in bonfires.
* 491 young men who were vulnerable to paramilitary involvement or harm through social work and community mentoring.
* 18 young people at acute risk of paramilitary harm, or who were under threat from paramilitaries, through a multi-agency project in one geographical area.
* 354 victims of paramilitary violence. This includes 21 children referred by the Paramilitary Crime Task Force (PCTF) to statutory services; as well as 128 young people supported in a hospital emergency department, and 205 through a project to support those under threat.
* 254 women to develop their skills in community leadership, and 117 women in the criminal justice system to develop their life and social skills and help them reduce their vulnerability to paramilitary exploitation.

Programme investment in trauma-informed practice (including on Adverse Childhood Experiences - ACEs) is helping frontline delivery partners manage complex challenges in new, innovative, and more effective ways. Early interventions are reducing pressures and cost elsewhere in the system. Our public awareness campaigns are playing their part in addressing attitudinal change (independent research has shown that, because of our high-profile media campaign on paramilitary style assaults, there was a reduction in the percentage of people who think that such assaults are justified/justified in certain circumstances, from 35% in 2017 to 19% in 2019). Despite these and many other successes, significant challenges remain. Recent evidence suggests that more work is required to address the nature and extent of child criminal exploitation (including through recruitment into proscribed organisations); the manifestation and impact of paramilitarism in rural communities and among particular cohorts, including women and older people, where there has been, to date far less research. Linking these efforts to wider strategies is also critical.We are getting better at understanding and demonstrating the impact of our work. We have chosen *Managing Successful Programmes* as our Programme management methodology. This methodology is the widely recognised standard for delivering programmes that involve attitudinal and behavioural change (at community and societal level), especially where that change is likely to be influenced heavily by external factors beyond the control of the Programme itself.[[1]](#footnote-1) This outcomes-based approach focuses not just on programme management but also organisational and systems change and so requires a team with a diverse skillset to promote strategically coherent thoughtful, intellectually curious approaches and leadership in this challenging, complex but important area of work. We focus on ‘what works’. **As a member of the EPPOC Team you will join a small, collegiate, open-minded, committed team who are keen to innovate. Joining the Programme Team will give you the opportunity to work on complex and fascinating issues. We are looking for someone who wants to get satisfaction from their work and feel supported while doing that. As a member of our team, you will be valued for your expertise and encouraged to develop your professional and personal skills in a safe space.** |

Main objectives of the opportunity

|  |
| --- |
| The post holder will be responsible for the following broad areas of responsibility:* Supporting the effective management of the Programme’s **governance arrangements** (including liaison with project leads regarding Programme implementation).

 * Supporting the management of **Programme Finances**, including robust oversight and analysis of project spend, financial returns, preparing for monitoring rounds, monitoring of Programme Team budget, and assisting with procurement exercises.
* Providing a Secretariat function for **Programme Board and Sponsor Group**, including helping with the preparation of governance and finance papers; commissioning papers from colleagues; organising meetings; ensuring timely clearance and issue of papers; taking minutes; maintaining an actions log and following up on actions.
* Providing support for **Benefits Realisation Groups**, including organising, managing and following up on quarterly meetings.
* Providing support for **One Team**, including organising, managing and following up on monthly meetings.
* Preparation of **briefings and information requests/responses** in relation to governance/finance issues, including inputting to Ministerial briefings and Assembly business, including Justice Committee briefings.
* Building **shared situational awareness,** includingpreparing operational updates/situation reports; creating and maintaining constituency profiles; reviewing and logging relevant information from Assembly business, Statements from key partners and so on.
* **Line management** of one EO1.
 |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The characteristics and overall level of knowledge and skills that will be most commonly applied in this role are set out below:* **Ability to collate, analyse and present data** and information accurately.
* **Good literacy skills**, including the ability to write accurate briefings, reports, minutes and so on.
* **Good communication skills, including** the ability to handle/respond to matters and differing views/opinions with professionalism and diplomacy.
* **Ability to work within set timeframes and at pace**, as required.
* **Good IT skills** (experience of use of spreadsheets is desirable).
* **Working with ambiguity:** the ability to work in an environment of uncertainty and continual change.
* **Resilience:** the ability to adapt to changing circumstances and adverse situations whilst remaining calm and maintaining performance.
 |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Governance Manager |

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

|  |
| --- |
| As above |

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| The Programme seeks to benefit from a diverse range of skills and experience that the post holder will bring to the role. The returning candidate will have had the opportunity to work on an Executive priority through a diverse, challenging and collaborative programme with a wide range of stakeholders, working to make a real difference to people’s lives. They will have gained experience in a supporting a multi-disciplinary and transformational change programme, and benefited from insight into the work of this high priority cross-Executive initiative. They will also have and gained knowledge and experience in delivering a benefits realisation approach using the ‘Managing Successful Programmes’ methodology.  |

**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.

|  |
| --- |
| **Start Date**: Beginning of December 2022 or as soon as a suitable candidate is identified and a release date agreed.**Duration**: Until 31 March 2024, with the possibility of an extension, subject to agreement between parties and confirmation of the continuation of Programme funding.**Location**: Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG.**Funding**: The EPPOC will meet salary and any associated expenses and the salary range is £32,328 to £33,459.**Selection Process:** Paper sift followed by an informal discussion 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 that are required for this particular post. **Further information**: For further information please contact Gillian Shackleford on Tel: 07890 055040 or by email at: gillian.shackleford@endingtheharm.info or Adele Brown, Programme Director, by email at: adele.brown@endingtheharm.info.**Closing Date:** Authorised Candidate proforma must be submitted by **4.00pm on Friday 4 November 2022 to:** * **For NI Civil Service departmental staff only (see accompanying NICS Cover Note):**

**secondments@hrconnect.nigov.net*** **For staff from all other Organisations:**

**interchangesecretariat@finance-ni.gov.uk**  |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Gillian Shackleford** |

**Signed:**

|  |
| --- |
| **18 October 2022** |

**Date:**

1. [Introduction to benefits management for programmes and projects | Department of Finance (finance-ni.gov.uk)](https://www.finance-ni.gov.uk/articles/programme-and-project-benefits-management) [↑](#footnote-ref-1)