# Hosting Proforma

Ulster-Scots Agency

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Lorna Elliott

 Name

 Organisation/

Ulster-Scots Agency

 Department

The Corn Exchange

31 Gordon Street

BELFAST

BT1 2LG

 Address

 Telephone Fax number

028 9026 1988

 Number

lelliott@ulsterscotsagency.org.uk

 E-mail

Type of Opportunity

Secondment - Director of Education and Language

**2. Details of hosting opportunity**

 Description of opportunity

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| The post holder will be responsible for the strategic leadership and management of the Education and Language Directorate, including management of staff and resources; management of school programmes; development of partnership projects; and ensuring best practice in learning and evaluation; and compliance in key areas such as safeguarding.  The post holder will be specifically charged with leading the development and implementation of a strategy to embed learning about Ulster-Scots culture, heritage and language throughout the education system in Northern Ireland and the Irish Republic.  The post holder will perform a key role in supporting the Agency’s Chief Executive/ Accounting Officer and providing advice to the Agency’s Board and Sub-Committees. As the organisation is part of a North/South Implementation Body, the post holder must also ensure appropriate compliance with the regulatory requirements of both jurisdictions.  |
|  Main objectives of the opportunitySummary of Responsibilities, Tasks and Duties **Strategic** To work within the Senior Management Team to ensure a strategic approach to people management, aligned to corporate strategies and plans.  Develop and implement a strategy to promote learning about Ulster-Scots culture, heritage and language within the education system.  Maintain a strategic overview of developments within the education sector and identify opportunities for the Ulster-Scots Agency to positively influence the agenda.  Lead the implementation of the Language Development Pathway for Ulster-Scots.  Lead the Agency’s work in relation to the implementation of the European Charter for Regional or Minority Languages, including oversight of the Agency’s work on community radio broadcasting.  Tactical  Effectively manage an annual budget (currently circa £250k) to ensure value for money within the terms of the Agency’s Financial Memorandum and policies.  Effectively manage staff within the Education and Learning Directorate (currently 2 staff officers) to ensure effective delivery of Agency objectives.  Develop and deliver a range of initiatives to expand the resources which are available to the Agency to support learning about Ulster-Scots.  Fulfil the role of Designated Safeguarding Officer within the Agency; ensure the full implementation of Agency policies in the area of safeguarding; and ensure that policies and procedures are regularly reviewed to keep pace with best practice in the field.  Effectively manage the delivery of the Agency’s learning programmes including Peripatetic Music & Dance Tuition; After School Clubs; and Ulster-Scots Flagship School Programme.  Manage existing partnership projects within the Education and Language Directorate, including representing the Agency on a range of Project Boards as appropriate.  Operational  Develop and maintain effective working relationships with key sectoral organisations including Department of Education; CCEA; Education Authority and the Higher Education Sector – UU, QUB etc.  Maintain and develop effective monitoring and evaluation systems in respect of the Agency’s learning programmes. Manage the Agency’s relationship with the Education and Training Inspectorate, including implementation of recommendations from previous inspections.  Represent the Agency on the DCAL Learning Forum with other Arm’s Length Bodies including the Arts Council of Northern Ireland; Sport NI; National Museums Northern Ireland; and W5.  Lead the Agency’s Touchstone Teacher Groups (Primary and Secondary) which bring together teachers with an interest in Ulster-Scots to act as forums for the discussion of ideas and exchange of best practice within the area of Ulster-Scots in education.  Support the Chief Executive in leading the Ulster-Scots Language Forum, which includes core-funded language groups; University of Ulster; BBC and Ministerial Advisory Group on the Ulster-Scots Academy.  Develop and maintain a good working knowledge of relevant Language and Cultural Rights Frameworks including the UN Convention on the Rights of the Child.  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants must, at the closing date for receipt of applications, be able to demonstrate that they  1. are educated to degree level in a relevant discipline; and

 1. are currently registered as a teacher with the General Teaching Council for Northern Ireland or an equivalent organisation.

 Experience  Applicants must, at the closing date for receipt of applications, be able to demonstrate by providing personal and specific examples on the application form,  1. That they have at least five years’ experience of teaching within a school based learning educational institution.

 1. This experience must also include:

 * 1. Developing Schemes of Work, Lesson Plans and Learning Resources;
	2. Successfully meeting challenging performance targets; and
	3. Leading inter-departmental or cross-curricular projects.
	4. Working knowledge of/ or experience in the delivery of the NI Curriculum in schools

**Skills and Attributes**  Applicants must possess the following skills and attributes which will be tested at interview:  1. Strategic and business planning skills The ability to formulate, lead and implement strategies and policies and oversee the development of effective operational business plans providing strategic and operational leadership to the Education and Language Directorate. 2. Financial planning and management skills The ability to plan the financial affairs of the Directorate in order to optimise its ability to deliver its corporate objectives and to be responsible to the Chief Executive for the framework within which the Directorate’s financial affairs are managed. 3. Staff leadership The ability to provide excellent leadership to help staff perform at their best, through managing, motivating and developing them to achieve high performance.  **4. Interpersonal skills** The ability to demonstrate a high level of interpersonal skills with the ability to develop and sustain sound working relationships with all internal and external contactsand to inspire confidence among board members, other directors, staff in all departments and external agencies.  5. Team leadership and team working The ability to lead, motivate and manage a team and the ability to support the work of the Agency and the Senior Management Team through team working. 6. Curriculum Awareness Understanding of the curriculum in Northern Ireland and/or the Republic of Ireland and the ability to identify and develop opportunities for learning around Ulster-Scots culture, heritage and language in that context.  **7. Communication skills** The ability to demonstrate highly effective presentation and communication skills capable of influencing and persuading a wide range of people and organisations, both orally and in writing.  8. Flexibility / Adaptability The ability to adapt to new ideas and approaches; and a commitment to continuously develop a knowledge base around Ulster-Scots culture, heritage and language.  **9. Performance management and service improvement.** The ability to apply performance management skills and to deliver the best services with a customer focus and ensure continuous improvement within the Directorate.  10. Equality of opportunity The ability to demonstrate a personal commitment to the promotion of equality of opportunity and good relations with an understanding of the implications of promoting equality and diversity and of linking diversity issues to policy and service development and delivery.  |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Ian Crozier, Chief Executive Officer  |

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

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| Chief Executive Officer.  |

**5. Transfer of learning**

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

 individual and their organisation.

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**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 can be identified and release date agreed.**Duration**: approximately 12 months**Location**: Corn Exchange Building, 31 Gordon St, Belfast BT1 2LG Belfast **Funding**: The Ulster Scots Agency will meet salary and associated expenses and the salary scale is £39,748 - £42,639.**Further information**: For further information contact Lorna Elliott on Tel: 028 9026 1988 or by email at: lelliott@ulsterscotsagency.org.uk. **Closing Date:** AuthorisedApplications must be submitted by 4.00pm on Thursday December 2022 to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **L Elliott**  |

**Signed:**

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| **23/11/2022** |

**Date:**