# Hosting Proforma

Northern Ireland Police Fund

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Kelly Robinson

 Name

 Organisation/

Administration - Northern Ireland Police Fund

 Department

100 Belfast Road

Holywood

Co Down

BT22 2RE

 Address

 Telephone Fax number

02890 393556

 Number

admin@nipolicefund.gov.uk

 E-mail

Type of Opportunity

Secondment - Head of Administration

**2. Details of hosting opportunity**

 Description of opportunity



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| **BACKGROUND to Northern Ireland Police Fund**The Fund was set up in 2002 following a report by John Steele into how recommendation 87 of the Patten Report could be implemented. Initially the Fund was a Company Limited by Guarantee but in 2016 this was changed to a Statutory Body of the Department of Justice under the Northern Ireland Police Fund Regulations 2016. The Fund is classed as an Executive Non-Departmental Body.The role of the Fund is to provide care and financial assistance to police officers and ex-officers who have been injured or disabled as a direct result of terrorism, and to the widows, widowers and families of police officers killed or injured through terrorism. This includes PSNI officers who may be killed or injured in the future in this way.We support our clients through our funding schemes which are designed to enable them to enjoy a quality of life in their home and make a positive long-term impact on their circumstances.Further detail can be found at our website www.nipolicefund.gov.uk |

 Main objectives of the opportunity

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| **Job Summary**We are seeking a results-driven Head of Administration to manage and improve the efficiency of the operations for Northern Ireland Police Fund.The Head of Administration will work closely with the Head of Assessment and the CEO to deliver the Fund’s objectives as part of the management team, ensuring administrative compliance and managing a small team of office support staff.The successful candidate must possess analytical and strategic thinking abilities, a talent for finance and budgets, ability to multi-task, and strong interpersonal skills. Reporting to the CEO, the Head of Administration will undertake the effective management of the NI Police Fund office, enabling the Fund to better meet its governance responsibilities and service delivery obligations.**Responsibilities of the Role*** Working with CEO and Head of Assessment to help to deliver the Fund’s objectives as part of the management team. The postholder will be responsible for the management of one office support staff.
* Effectively managing the NI Police Fund office to enable the Fund to better meet its financial and corporate governance responsibilities and service delivery obligations. This will include the management of a small number of contracts or Service Level Agreements relating to IT, Software, Legal Services and Accounting Services and their procurement where contracts expire.
* Developing, reviewing, and maintaining policies and procedures in relation to finance throughout all levels of the organisation.
* Responsibility for monthly, quarterly, and ad hoc financial exercises, providing a level of quality control in financial management, with particular, regard to recording and monitoring expenditure.
* Ensuring the continued development and maintenance of an effective file management and information retrieval system.
* Leading compliance with the Funds Information Assurance Policy.
* Contribute to the preparation of the Annual Report, including liaison with an accountant to pass an internal and external audit.
* Responsible and oversee information management and be responsible for ensuring the Fund is compliant with GDPR.
* Working with IT providers and ISD to ensure Fund’s system is effectively meeting its requirements and is properly accredited.
* Assessing needs of clients and implementing programmes for those who are reliant.
* Assist in preparing, reviewing, and updating Risk Registers and Contingency plan.

**Security Clearance*** Where a position is offered it will be subject to security clearance at CTC Level. A start date will be confirmed upon receipt of successful security clearance.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Criteria**The skills and abilities required for the role of Head of Administration to the Northern Ireland Police Fund are:* Financial literacy, experience of preparing financial reports and budgeting experience.
* Minimum of 5 GCSEs or equivalent, at Grade C or above including Maths and English.
* 3 years’ experience in a similar administrative role, working with senior management to deliver strategic goals.
* 1 years’ previous experience of people management including assigning responsibilities to staff, support staff development and meet team deadlines.
* Knowledge and experience of GDPR and information security.
* Experience of audits.
* Competence in managing contracts and stakeholder communication.
* Excellent IT skills with a working knowledge of Microsoft Office and office systems.
* The post holder will require SC clearance.
* Excellent written and communication skills.
* An ability to work closely with other departments and to be able to undertake project work.
* Excellent time management and the ability to multi-tasks a number of projects.

**Desirable Criteria**In the event of the need to shortlist the applicant pool, the following criteria will be used to assess a candidate’s suitability for the position. We will shortlist in accordance with the extent that applicants meet the following criteria:* A third level qualification in business administration or equivalent.
* Experience of departmental/civil service returns and financial processes.
* Experience of Sage accounts Levels 1 and 2.
* Experience in people management.
* Office Management Qualification (Certificate in Business Administration, Office management Diploma, or relevant certificate).
* Health & Safety Certificate.
* First Aid & Fire Safety training.
* CPD Accredited Certificate.
* Risk Assessment qualification
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**4. Personnel: Please state below**

 Who will the individual report to?

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| The CEO |

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

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| The CEO |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Individual**The post holder will benefit from working across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area. The post holder will have the opportunity to engage directly with the Client and staff of the Fund and its Board.**Parent Organisation**This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around working with the Police family. The successful applicant will also gain invaluable experience in working with organisations and individuals and at the same time will broaden the post-holders knowledge of working within an Arm’s Length Body and the issues it can face.**Host Organisation**The benefit to the host organisation will be attracting an individual with the capacity and capability to lead in the delivery of the key Fund priority while providing the opportunity to widen the skills and experience of the existing Northern Ireland Police Fund management team. |

**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, please note that a start date will be agreed on confirmation of satisfactory security clearance to CTC level. If security clearance is not already held, this will be organised by NIPF.**Duration:** One Secondment opportunity for 1 year (may be extended up to two further years, subject to the agreement of all parties).**Location:** NIPF, Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY**Resources:** Office based with relevant facilities.**Funding**: £33,623.00 **Further information**: Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview. It is anticipated that interviews will take place week commencing 6th February 2023.**Closing Date:** Applications must be submitted by **4.00pm on Friday 20 January 2023** 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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**Signed:**

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| **20 December 2022** |

**Date:**