# Hosting Proforma

Tourism Northern Ireland

 Name of Host

 Organisation

1. **Interchange Manager’s details**

Louise Fitzsimons

 Name

 Organisation/

People & Organisational Development

 Department

Floors 10-12, Linum Chambers

Bedford Square, Bedford Street

Belfast, BT2 7ES

 Address

 Telephone Fax number

028 9044 1504

 Number

l.fitzsimons@tourismni.com

 E-mail

**Secondment** – one year (from start date) with possible extension.

Type of Opportunity

1. **Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| One Interchange opportunity to work in Tourism Northern Ireland (Tourism NI). The post is for an Events Officer at Staff Officer (SO) grade and will primarily involve providing support to and working closely with the Events Development Manager, the Director of Events, and the Events team, with Tourism Northern Ireland’s (Tourism NI) contribution to developing and delivery of standout Northern Ireland events that drive economic return, enhance the visitor experience, and provide destination promotion opportunities. This will be achieved through the effective development and management of events funding programmes and event industry development programmes, to develop the event offering across Northern Ireland. |

 Main objectives of the opportunity

|  |
| --- |
| **MAIN DUTIES**The Job Holder will be responsible for the following areas and activities:**Funding Programmes*** Contribute to the development of a range of tourism events to support the delivery of Tourism NI’s objectives and a new Regenerative Tourism Strategy that is to be developed, through maintaining and enhancing the quality of existing events, and developing new events.
* Develop, launch, oversee, and manage the events scheme(s) application processes in line with Tourism NI financial assistance procedures.
* Lead and support in the delivery of funding programmes including appraising and assessing applications, according to Tourism NI criteria and processes.
* Work closely with event organisers to provide help with scheme applications, to maximise the event potential including economic return on any investment by Tourism NI and develop stand out events for Northern Ireland.
* Provide project and financial support and advice regarding applications to financial assistance schemes.
* Organise and lead Letter of Offer meetings with events that have been successful in their funding application to Tourism NI.
* Engage with funded event organisers to enhance their offering including Health and Safety, budget planning, event planning, marketing etc. and attend their events.
* Prepare workflows and critical path analyses and report to the Events Development Manager on progress against plans, highlighting issues of concern and remedial action.
* Organise and assist with appeals meeting and present to appeals panel if required.
* Prepare papers as required for Tourism NI’s Senior Management Team, Management, the Board, the Department for the Economy and any others as required.
* Liaise, review and provide feedback on Economic Appraisals from external consultants in relation to funded events or events applying for funding.
* Liaise between event organisers and consultants in relation to Economic Appraisals and business cases.

**Industry Development*** Support the Events Development Manager in the strategic development and delivery of an industry development programme, to enhance skills and the event offering across the industry.
* Develop toolkits and guidance materials for programme organisers across a range of industry-relevant themes and advice on effective event management, marketing and delivery.
* Provide input to the procurement of external consultants and services, including the development of procurement documentation, liaising with project promoters, colleagues within Tourism NI, and consultants when required.

**Stakeholder Management and Strategic Engagement*** Maintain knowledge of local policies and strategies which may impact on event development and funding strategy and programmes.
* Work with key partners to deliver a step change to tourism in Northern Ireland and the role events can play, as well as further enabling Tourism NI to grow its organisational reputation and credibility.
* Liaise with Tourism Ireland and/or partnership organisations where necessary in relation to events, funding programmes, and policies in Northern Ireland.
* Develop and maintain networks of local event organisers across Tourism NI’ s key product portfolios.
* Attend and support stakeholder groups and subgroups as required.
* Work with other Tourism NI units to provide best guidance for Northern Ireland event stakeholders.

**Employee Management*** Provide Line Management responsibilities for the Events Executive Officer and others within the team including mentoring, motivation, coaching, learning and development and performance management where appropriate.
* Support the Manager to ensure that unit activities are managed in line with Tourism NI policies, procedures, values and behaviours.

**Budget Management*** Assist in the management of the Events Unit budget portfolio, ensuring that resources are used effectively and in accordance with Tourism NI’s Financial and Governance Policies and Procedures.
* Oversee grant payments in line with the Tourism NI’s financial procedures to successful grant recipients.
* Oversee the GMS (Grant Management System) to administer funding, track applications and provide information to colleagues on funded events.

**Brand Management*** Support the Events Executive Officer to enhance Tourism NI’s brand presence at funded events by liaising with internal and external stakeholders and agency to provide, deliver, install, remove and store promotional materials. This may include:
	+ Procure and produce promotional material for indoor and outdoor events.
	+ Working with external design agencies to design and produce a range of appropriate promotional materials if required.

**Additional Duties*** Actively contribute to the development of the events industry in Northern Ireland both internally and externally following the direction of the current and future events strategies.
* Act as a central point of contact for internal communications on all matters pertaining to events projects.
* Provide briefing materials and draft responses and reports/e-mails as and when required by Tourism NI’s Senior Management Team/Management/Employees/the Board, the Department for the Economy, the NI Assembly, members of the tourism industry and the general public within the specified timelines and in an appropriate format.
* Contribute to the development of the Annual Unit Plan, the achievement of tourism targets and promote corporate values and behaviours within the Team and across the organisation.
* Maintain, store and dispose of Unit records in accordance with Tourism NI’s policy including the use of record management systems including Microsoft Teams and SharePoint.
* Communicate with other Tourism NI units, as appropriate, in relation to funded events and events industry development.
* Assist in the delivery of project work within the Unit and across Tourism NI including representation at working groups and meetings.
* Provide cover for management within the Division to include decision making and attending meetings in their absence.
* Attend training as and when required and keep abreast of current developments in your area of work.
* Any other relevant duties required by Tourism NI management.
 |

1. **Skills requirements**

 What qualities, skills and experience is required from the individual

|  |
| --- |
| **Essential Criteria**Candidates will be required to have:1. A 3rd level qualification in a relevant field i.e. business, tourism or events management.

**AND**1. A minimum of 2 years’ project management experience, ideally of tourism or events management.

**AND**1. A minimum of 2 years’ experience managing resources and budgets within the public and/or private sector.

**OR**1. A minimum of 4 years’ project management experience, ideally of tourism or events management.

**AND**1. A minimum of 4 years’ experience managing resources, including staff and budgets within the public and/or private sector.

Candidates will also be required to demonstrate experience of:1. Excellent stakeholder management skills including the ability to build and manage strong stakeholder relationships both internal and external towards a common goal.
2. Communication skills, oral and written including experience of developing and delivering presentations to a wide range of audiences.
3. Sound negotiation and interpersonal skills, with the ability to develop and maintain successful working relationships, both internal and external.
4. Good knowledge of using various Microsoft packages especially Word and Excel programmes, including analysing data and using formulae.
5. The ability to work within a team environment, on own initiative and take the lead where necessary to achieve organisational objectives.
6. Excellent organisational and planning skills including the ability to work to strict deadlines, prioritise tasks and attention to detail.

**PREFERRED CRITERIA**1. Experience in working with public sector financial procedures and funding programmes.
 |

1. **Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Siobhan McGuigan – Events Development Manager |

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

|  |
| --- |
| Siobhan McGuigan – Events Development Manager |

1. **Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

|  |
| --- |
| **Individual**The post holder will benefit from working with an extensive range of stakeholders (both internal and external) and will gain valuable experience of how Tourism NI contributes to developing and delivering stand out Northern Ireland events that drive economic return, enhance the visitor experience, and provide destination promotion opportunities all of which is achieved through the effective development and management of events funding programmes and event industry development programmes, to develop the event offering across Northern Ireland. The post holder will also benefit from assisting in the management of the Events Unit budget portfolio and grant payments by ensuring that Tourism NI responsibilities are carried out by adhering to the appropriate governance and financial policies and procedures. **Parent Organisation**This opportunity will enrich the post holder’s experience and develop their abilities in a number of areas including the development of a comprehensive suite of event funding programmes and event industry development programmes.**Host Organisation**The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of key events funding programmes while providing the opportunity to widen the skills and experience of the existing team. |

1. **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**: The objective is for the successful candidate to be in post as soon as possible.**Duration**: This opportunity will be for one year with possible extension.**Location**: The post holder will combine working at home (and remotely) with working in Tourism NI’s vibrant city centre offices in Linum Chambers, Bedford Street, Belfast, BT2 7ES. Occasional travel within Northern Ireland and the Republic of Ireland may be required to fulfil the requirements of the role.**Form of Transport:** The successful candidatemust also possess a current driving licence and use of a car for business purposes or have access to a form of transport which will permit the applicant to meet the requirements of the post in full. **Resources**: The successful applicant will be provided with a Tourism NI email account, a laptop, keyboard, mouse, free standing screen and laptop riser. Other equipment may be provided depending on needs identified.**Funding**: Salary and other related costs will be met by Tourism Northern Ireland. The salary range is: £32,328 - £33,459 per annum,**Hours of work:** Normal working hours are 36.25 hours per week (9am – 5.15pm – Monday to Friday). Due to the nature of the role, there will be a requirement to work outside normal working hours including evenings and weekends.**Further information**:Please contact Louise Fitzsimons at: l.fitzsimons@tourismni.com or 028 9044 1504**Closing Date:** Applications must be submitted by **4.00pm on Friday 03 March 2023** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other organisations:** **interchangesecretariat@finance-ni.gov.uk** |

1. **Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Louise Fitsimons** |

**Signed:**

|  |
| --- |
| **09 February 2023** |

**Date:**