# **HOSTING PROFORMA**

Ref: I/C 34/24

Northern Ireland Office

Name of Host

Organisation

**1. Interchange Manager’s details**

Darwin Templeton

Name

Organisation/

Northern Ireland Office

Department

Erskine House, 20-32 Chichester Street, Belfast BT1 4G

Address

Telephone Fax number

N/A

N/A

Number

darwin.templeton@nio.gov.uk

E-mail

Type of Opportunity

**Secondment** – this role is being offered on lateral transfer and temporary promotion for the period of the secondment.

**2. Details of hosting opportunity**

Description of opportunity

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| **MEDIA OFFICER**: We are looking for a highly motivated person to work as a media officer at the heart of the Northern Ireland Office’s communication team, based at Erskine House in Belfast.  The post-holder will respond to media queries and breaking news stories, draft and implement pro-active communication plans, monitor media output, develop digital content and work with partners across government. They will also support ministerial visits and will be required to be part of the out-of-hours duty rota.  This role offers substantial scope for learning and development. It requires flexibility, pro-activity, and a willingness and interest to learn new areas of work. |

Main objectives of the opportunity

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| The main responsibilities of the role include but are not limited to:   * Working as an integral part of a busy news desk, handling enquiries from journalists and other media contacts via telephone and email. * Responding to all media queries in a timely manner, working alongside policy colleagues to produce appropriate responses that shape reporting; * Working as part of an out-of-hours duty rota, handling media enquiries, coordinating the departmental response and circulating media coverage; * Preparing communications plans, press releases, statements and social media / digital content; * Distributing communications products (news releases, statements, commentary etc) to key media stakeholders and on NIO social media / digital channels; * Monitoring all news and digital media channels, tracking and evaluating developing news stories and providing updates to relevant stakeholders; * Supporting the team to arrange and organise Ministerial events and visits as well as interviews and press conferences. * Developing media plans for events, announcements and policy changes; * Developing and maintaining working relationships with key media and external stakeholders to ensure that key messages are amplified across a wide range of outlets; * Maintaining and updating information on the nio.gov.uk webpage. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| We are seeking a team member who can demonstrate the following essential skills and criteria:   * Excellent written and oral communications skills, ability to communicate effectively at all grades combined with strong planning and organisational skills * An excellent news sense with the ability to anticipate and spot breaking news stories, as well as identifying opportunities to influence reporting; * Experience of writing clear and grammatically correct copy e.g. for communications plans, press releases, statements and social / digital channels; * Demonstrable experience of working to meet tight deadlines. |

**4. Personnel: Please state below**

Who will the individual report to?

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| This role is based in the communication team at the Northern Ireland Office and will report to Bryan Gray, deputy head of news. |

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

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| As above |

**5. Transfer of learning**

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

individual and their organisation.

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| **Benefits to the Individual**  The individual will have the opportunity to gain invaluable experience working at the heart of the Northern Ireland Office’s busy communication team. He or she will deal directly with the media and work closely with policy officials in such areas as political affairs, legacy and economy. When required, they will support ministers on public engagements.  The successful applicant will also gain transferable skills in media relations, supporting ministerial visits and providing advice to senior officials.  **Benefits to the NIO `**  NIO will benefit from the provision of a key team member to support and enable our communication team to carry out its duties.  **Benefits to their Organisations**  The returning candidate will have gained experience in working in government communication and also developed their knowledge of the UK Government. They will have gained experience and developed key skills across a wide range of issues which they can transfer back to their organisation. |

**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**: Ideally the successful candidate will need to be available to start immediately or within 30 days depending on security clearance.  **Duration**: 10 months  **Location**: Erskine House, 20-32 Chichester Street, Belfast BT1 4G with occasional travel to London.  **Salary**: NIO will meet salary and associated costs and the salary range is £32,827 - £35,678. Those taking this role on temporary promotion will be placed at the bottom of the scale. Should the successful candidate be from the NICS they will transfer at their current SO salary.  **Selection:** Candidates who successfully meet the essential criteria on the basis of the information provided will be invited to an informal interview where they will be able to discuss in more detail their skills and experience.  **Security clearance**: Security clearance to SC level will be required for this post and the successful candidate must be willing to obtain it (NIO will facilitate this).  **Further information**: The NIO offers a pleasant, modern hybrid working environment that allows consideration of a range of flexible working arrangements that support a good work/ life balance.  **Contact:** For further information, please contact [bryan.gray@nio.gov.uk](mailto:bryan.gray@nio.gov.uk).  **To apply:** Please complete a statement of suitability (max 500 words) which details how your skills and experience meets the tasks and responsibilities in this job description and send with your application.  Candidates who successfully meet the essential criteria on the basis of the information provided will be invited to an informal interview where they will be able to discuss in more detail their skills and experience.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 07 June 2024** to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

**Signed:**

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| **Darwin Templeton & Clare Sloan (Head of People NIO)** |

**Date**

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| **29/05/24** |

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