# Hosting Proforma

Parades Commission for Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Susan Senior

Name

Organisation/

PCNI

Department

Andras House

60 Great Victoria Street

Belfast

Address

Telephone Fax number

N/A

028 9089 5900

Number

susan@paradescommissionni.org

E-mail

Type of Opportunity

Secondment – 2 years, with the possibility of an extension of up to one further year, subject to the agreement of all parties

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| **Caseworker (Staff Officer or equivalent substantive grade)**  **Background:**  The Parades Commission was established under the Public Processions (NI) Act 1998. The duties and functions of the Commission set out in 1998 Act are:   1. To promote greater understanding by the general public of issues concerning public processions. 2. To promote and facilitate mediation as a means of resolving disputes concerning public processions. 3. To keep itself generally informed as to the conduct of public processions and protest meetings. 4. To keep under review, and make such recommendations as it thinks fit to the Secretary of State concerning the operation of the Act.   The Commission are currently seeking to appoint a Caseworker who will assist the Commission in its decision making by providing advice and guidance. The caseworker plays a crucial role in stakeholder engagement and will work along side the Secretary to ensure the Commission is fully briefed and receives representation from all stakeholders during its deliberation process.  **The main duties and responsibilities of the Caseworker post include: -**   * Establishing and maintaining relationships with a wide range of stakeholders, including parade/protest organisers, PSNI, local political representatives, residents’ groups, church representatives, PUL and CRN community reps, members of the public etc. * Building up an extensive knowledge of parading in Northern Ireland and undertaking research in relation to parading in other jurisdictions as required. * Dealing with sensitive/contentious parades – seeking additional information and arranging oral/written representation from stakeholders; drafting determinations/correspondence following decisions made by the Commission; advising parade/protest organisers of the outcome of Commission considerations and dealing with enquiries and complaints. * Preparing detailed briefs for the Commission on sensitive parades; presenting information to the Commission at formal meetings both verbally and in report format. * Observing selected parades, including out of hours, and preparing detailed observer reports for the Commission; organising and attending outreach meetings, liaising with local mediators and representatives as required.   The Caseworker reports directly to the Secretary. The post holder will exercise a high degree of autonomy for his/her particular area of work and have the ability to work as a key member of a small secretariat team. |

Main objectives of the opportunity

|  |
| --- |
| **Main Objectives of the Opportunity**  **The main duties and responsibilities of the Caseworker post include: -**   * Establishing and maintaining relationships with a wide range of stakeholders, including parade/protest organisers, PSNI, local political representatives, residents’ groups, church representatives, PUL and CRN community reps, members of the public etc. * Building up an extensive knowledge of parading in Northern Ireland and undertaking research in relation to parading in other jurisdictions as required. * Dealing with sensitive/contentious parades – seeking additional information and arranging oral/written representation from stakeholders; drafting determinations/correspondence following decisions made by the Commission; advising parade/protest organisers of the outcome of Commission considerations and dealing with enquiries and complaints. * Preparing detailed briefs for the Commission on sensitive parades; presenting information to the Commission at formal meetings both verbally and in report format. * Observing selected parades, including out of hours, and preparing detailed observer reports for the Commission; organising and attending outreach meetings, liaising with local mediators and representatives as required.   The Caseworker reports directly to the Secretary. The post holder will exercise a high degree of autonomy for his/her particular area of work and have the ability to work as a key member of a small secretariat team.  *Note:*  *The successful officer may be required to work normal office hours of 9am to 5pm, however additional hours may be required particularly during the main parading period of June – August. There will also be restrictions on annual leave during these months.* |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **The successful candidate must be able to demonstrate:**   * Strong oral and written communication skills * Strong interpersonal skills to deal with a range of stakeholders * Integrity, impartiality and sensitivity; and * Local political awareness   **Notes:**  The successful candidate for this opportunity will be a staff officer or equivalent substantive grade.  The post holder **will be required to work outside normal conditioned hours** e.g. evenings, weekends and public holidays to attend outreach meetings, Commission meetings and parades. Due to the nature of the work this can often be at short notice. The post holder will be, where possible, expected to take annual leave outside the busy parading periods of Easter and during June – August.   * CTC clearance is an essential requirement for this post and successful applicants must undergo CTC clearance on taking up post if not already held. * The post holder must have access to a form of transport for use in connection with work. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Secretary, Ralph Roche |

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

|  |
| --- |
| Secretary, Ralph Roche |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| **Benefits to the Individual**  This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to society by contributing to tackling issues associated with parading.  **Benefits to the Parades Commission**  The Parades Commission will benefit from the addition of an enthusiastic and proactive member of staff to the team.  **Benefits to their Organisation**  The returning candidate will have contributed to a long-running sensitive issue, deep rooted in Northern Irish history. They will have gained experience in working in a dynamic office environment, with a wide range of stakeholders and learnt new skills. |

**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**: May 2025 (subject to security clearance)  **Duration**: Two year full-time secondment opportunity up to May 2027 (may be extended for up to one further year, subject to the agreement of all parties).  **Location**: Andras House, 60 Great Victoria Street, Belfast, BT2 7BB  **Resources**: Office based with relevant facilities.  **Funding**: £34,524 - £35,712, under review (NICS Staff Officer Pay scale). The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis.  **Further information**: A paper sift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with the Deputy Secretary and a member of her team, 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.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 09 May 2025** to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from member organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| [susan@paradescommissionni.org](mailto:susan@paradescommissionni.org) |

**Signed:**

|  |
| --- |
| **14 April 2025** |

**Date:**