NICS HR

Interchange Unit

# Hosting Opportunity Proforma

NICVA (Northern Ireland Council for Voluntary Action)

Name of Host

Organisation

**1. Interchange Manager’s details**

Alex Hastings

Name

Organisation/

Human Resources, NICVA

Department

61 Duncairn Gardens

Belfast

BT15 2GB

Address

028 9087 7777

N/A

Telephone Fax number

Number

[alex.hastings@nicva.org](mailto:alex.hastings@nicva.org)

E-mail

**HR Manager**

Secondment for a minimum of 10 months to cover maternity leave.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

This vacancy presents an exciting opportunity for an experienced HR professional to manage the HR function in NICVA in a standalone role for a minimum period of 10 months to cover a period of maternity leave.

NICVA is an Investors in People Gold organisation and the successful applicant will be working in an interesting and varied role providing in house HR management support to NICVA as well as providing a HR advice service externally to voluntary, community and social enterprise organisations in the VCSE sector in Northern Ireland.

The role involves the opportunity to network with other HR professionals both within and outside the sector.

Main objectives of the opportunity

The main objective is to cover the temporary HR Manager role which has the following three main strands to it:

1. Manage NICVA’s HR function supporting senior and line managers by providing advice, guidance and support on HR matters, managing recruitment and developing HR policies.
2. Provide HR advice daily by telephone, email and in person to managers/board members in voluntary, community and social enterprise organisations based in Northern Ireland.
3. Provide facilities management support for NICVA building, tenants, conference facilities and line manage relevant staff.

**3. Skills requirements**

What qualities, skills and experience is required from the individuals

**Qualifications/Experience**

**Essential:**

1. A minimum of three years’ experience working in a generalist human resources role with responsibility for:

* providing advice and guidance to managers on employment and HR matters in line with policies, legislation and best practice;
* developing HR policies and procedures;
* supporting recruitment and selection processes and
* dealing with a range of employee relations cases.

1. Degree or equivalent level qualification in Human Resource Management.
2. Membership of the CIPD at Associate level.
3. Line management experience.
4. Proficient in the use of desktop applications such as Microsoft office and internet and email.

**Desirable:**

1. Experience of developing and delivering training sessions on a range of HR topics.
2. Chartered membership of the CIPD.
3. Experience of Investors in People accreditation and standards.
4. Experience of facilities management.
5. Experience of working with and/or providing HR advice to voluntary, community and social enterprise organisations.

**Cont’d…….**

**Skills and Competencies**

**Essential:**

1. Excellent organisational skills to include the ability meet a variety of deadlines and manage a diverse workload.
2. Excellent oral and written communication skills and the ability to adjust the style and content to meet needs as appropriate.
3. Ability to build good working relationships with individuals and organisations.

**Interests and knowledge**

**Essential:**

1. An interest and understanding of the voluntary and community sector in Northern Ireland.
2. Excellent, practical working knowledge of current Northern Ireland legislation relevant to employment, equality and health and safety.

**Other requirements**

**Essential:**

1. Ability to work within the mission, vision and values of NICVA.
2. Ability to occasionally work flexible hours and travel throughout Northern Ireland as required by the job.
3. Committed to NICVA’s Equal Opportunities Policy.

**4. Personnel: Please state below**

Who will the individual report to?

Deputy Chief Executive

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

Deputy Chief Executive

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

The individual will gain valuable experience working within an IIP Gold organisation in the VCSE sector. This standalone role provides a unique developmental opportunity as both internal HR Manager and in an external advice giving and networking role.

**Parent Organisation**

This opportunity will help the parent organisation by providing an opportunity for the officer to gain valuable experience of HR management in a charity and develop new skills from networking to working on a wide range of HR topic areas.

**Host Organisation**

This opportunity will provide NICVA with an HR Manager who will be able to add their experience of HR practice in other organisations to the knowledge currently within the organisation.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e. desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** Ideally end February 2018 or as soon as a suitable candidate has been identified and a release date agreed.

**Duration:** Minimum of 10 months to cover maternity leave.

**Salary:** Salary equivalent to NICVA Scale J, NJC Salary points 38 - 40 (£33,437- £35,444). Salary will be funded by NICVA.

**Hours:** Full-time (35 hours per week) however as the role is short term, the option of working reduced hours will be considered.

**Location:** NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

**Travel:** Limited but may be required occasionally throughout Northern Ireland to provide bespoke HR support to external organisations.

**Selection:** Shortlisting against selection criteria followed by interview.

**Contact:** For further information about the post please contact Alex Hastings in NICVA on 028 9087 7777 or by email at [alex.hasting@nicva.org](mailto:alex.hasting@nicva.org).

**Closing Date:** Friday 26 January 2018 at 12 noon.

**7. Endorsement**

**Interchange Manager**

Alex Hastings

Signed

10/01/2018

Date