NICS HR

Interchange Unit

# Hosting Opportunity Proforma

PARADES COMMISSION

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

NIO

 Department

Andras House

60 Great Victoria Street

Belfast

BT8 7YG

 Address

 Telephone Fax number

 N/A

028 9052 3515

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

**Caseworker**

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.

 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, 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; Advising parade/protest organisers of the outcome of Commission considerations and dealing with enquiries and complaints.
* Preparing a detailed brief 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 Deputy 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.

**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. **This is not an opportunity for temporary promotion.**

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?

Joan McClelland

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

Joan McClelland

**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. The post will provide significant chances to engage directly with communities and relevant stakeholders in order to provide information to the Commissioners on sensitive parading issues.

**Benefits to the Parades Commission**

The Parades Commission will benefit from the addition of an enthusiastic and proactive member of staff to the team who have direct experience of delivery and community / stakeholder engagement.

**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 with a wide range of stakeholders and learnt new skills.

**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:** As soon as the possible following successful completion of satisfactory pre employment checks.

**Duration:**  Two to year full-time secondment opportunity up to 31 March 2020 (may be extended up to one further year, subject to the agreement of all parties).

**Location:** Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

**Car User:** It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Resources:** Office based with relevant facilities.

**Salary Scale:** £29,317 to £31,446 (NICS Staff Officer Pay scale). The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis up to a maximum of £31,446. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

**Selection:** A paper sift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with the Accounting Officer and the Deputy Secretary to discuss the skills and experience the applicant 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.

**Contact:** If you require any further information about the post, please contact Joan McClelland in The Parades Commission on 028 9089 5900, or by e-mail [joan@paradescommissionni.org](file:///%5C%5Cpc-srv1%5CCorporate%20Shared%20Data%5CSTAFF%20RELATED%20FOLDERS%5CConfidential%20HR%5CRecruitment%5CCase%20worker%20recruitment%20autumn%202017%5Cjoan%40paradescommissionni.org).

**Closing Date:** 5.00pm on Friday 16 February 2018.

**To save time and inconvenience, only those applicants willing to accept the post should apply.**

**7. Endorsement**

 **Interchange Manager**

Elizabeth Martin

Signed

29/01/2018

 Date