NICS HR

Interchange Unit

# Hosting Opportunity Pro-forma

Department of Justice, Community Safety Division

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Geraldine Arkins

 Name

 Organisation/

NICS HR, DOJ

 Department

2-4 Bruce Street

Belfast

BT2 7JD

 Address

 Telephone Fax

N/A

028 9025 1632

Number Number

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 E-mail

Type of Opportunity

**Interface Project Officer (x2)**

Secondment – 2 years with the possibility of an extension for a further year subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

Government has two strategic commitments to removing interface barriers:

* Together Building a United Community – to create a 10-year Programme to reduce, and remove by 2023, all interface barriers and create a support package.
* Fresh Start – to contribute to the conditions that will allow the removal of peace walls and the creation of a shared future through delivery of confidence and relationship building measures.

There are two posts available in the Department of Justice Interface Team, part of the Community Safety Division, to assist in delivery of the Executive’s commitment to work towards the removal of peace walls by 2023. One post will cover East and West Belfast, as well as providing support to work in Portadown, the second will cover North Belfast as well as providing support to work in Derry/Londonderry. Applicants can apply for one or both posts and should indicate on the candidate proforma which of the posts they wish to be considered for.

Main objectives of the opportunity

The post holders will:

* Engage with statutory agencies, community groups, political representatives and individuals in these areas to develop relationships, explore concerns, seek solutions, and promote involvement in the DoJ led peace walls programme.
* Work with relevant Departments and statutory partners, through the cross-departmental Interface Programme Board, to look for opportunities to assist physical change by linking in with other Government strategies e.g. Urban Villages.
* Consider and make proposals to improve engagement.
* Work with stakeholders to increase confidence in local communities and residents living adjacent to interface structures, and help in the development of plans for each area.
* Engage with officials from statutory agencies, including relevant Councils, Northern Ireland Housing Executive (NIHE) and PSNI, to develop relationships and help build a collaborative approach to the peace walls programme.
* Organise and participate in engagement activities, including events, Ministerial visits etc.
* Provide advice and support to the Minister and senior officials on all matters relating to the peace walls programme including input to Assembly questions, correspondence and press enquiries.
* Assist with provision of relevant Governance information for respective reporting structures in meeting the strategic commitments to removing interface barriers, including preparation of business cases for expenditure as required.
* Act as support for the Interface Programme Board.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

* The ability to initiate and develop engagement with a wide range of stakeholders, and encourage and facilitate inter-community dialogue and ideas around the programme.
* Good knowledge and experience of issues of contention in interface areas.
* Strong interpersonal skills to deal effectively with a broad range of stakeholders including central and local government, statutory agencies and community groups.
* The ability to analyse a wide range of information and opinion of a complex and sensitive nature.
* Excellent communication skills using oral, written and other communication methods, adapting style as appropriate to situation.
* Development and maintenance of effective and co-operative working relationships.
* A background in community relations work would be beneficial, but not essential.
* Knowledge of how to best utilise social media to communicate with stakeholders would be beneficial, but not essential.

**4. Personnel: Please state below**

 Who will the individual report to?

Michael McAvoy

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

John Chittick

**5. Transfer of learning**

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

The benefits to DoJ will include:

* Tapping into existing knowledge and experience.
* Improving engagement through use of existing relationships with stakeholders.

The benefits to the individual will be:

* Experienced gained in developing relationships and building up engagement in a challenging environment.
* Experience of working within a Government Department.

The benefits to their organisation will be:

* Experience of delivery of a programme and of working with a wide range of central and local government, statutory and community partners.

**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**: 1 July 2018.

**Duration**: Two years, with the possibility of extension for a further year, subject to the agreement of all parties.

**Location**: Based in Castle Buildings with travel required in the Belfast, L/Derry and Portadown areas, depending on the allocation of duties.

**Travel**: The job holder will be required to travel to meetings and access to a suitable form of transport to carry out the duties of this post is essential.

**Current Salary Scale**: The salary will be £29,317 to £31,446.

**Funding**: Funding for this interchange has been provided by TEO from the Together: Building a United Community Programme budget.

**Contact**: If you require any further information about the post, please contact Michael McAvoy in the Department of Justiceon 028 9052 3777, or by e-mail to michael.mcavoy@dojni.x.gsi.gov.uk.

**Closing Date**: 5.00pm on Friday 18 May 2018

**7. Endorsement**

 **Interchange Manager**

Geraldine Arkins

Signed

2 May 2018

 Date