# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Mary Lemon/Adele Brown

Name

Tackling Paramilitary Activity, Criminality and Organised Crime Programme Team

Organisation/

Department

Department of Justice  
Block B, Castle Buildings  
Stormont Estate  
Belfast  
BT4 3SG

Address

Telephone Fax number

N/A

07766331684

Number

[mary.lemon@justice-ni.gov.uk](mailto:mary.lemon@justice-ni.gov.uk)

E-mail

Secondment: 2 years with the possibility of an extension, subject to the agreement of all parties

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| As a member of the Tackling Paramilitary Activity, Criminality & Organised Crime Programme Team you will be engaged in diverse, multi-disciplinary and rewarding work and play your part in supporting communities across Northern Ireland.  The successful candidate will join our small, friendly team at Staff Officer level; we are looking for someone who is willing to roll up their sleeves and help us deliver a complex Executive priority; someone who wants to ensure that delivery, which is shortly about to enter a new phase, lives up to the Executive’s ambitions in this vital area; someone who wants to get satisfaction from their work and feel supported while doing that.  As a member of our team, you will be valued for your expertise and encouraged to develop your professional and personal skills in a safe space. Once you feel comfortable you will have scope to stretch yourself within a collegiate, open-minded, committed team who are keen to innovate and do things differently.  We are hosted in the Department of Justice but our work is cross-Executive in nature and in your role you will work on a daily basis with a wide variety of the Executive Departments, justice partners, statutory bodies, and the voluntary and community sector. Your work will directly support the cross-departmental Programme Board which provides strategic direction and oversees delivery of this £50m programme.  The team performs a range of roles: we work with our delivery partners across the public sector as they lead on interventions to end the harm from paramilitary activity in communities. These range from early interventions that stop vulnerable (young) people and their families being exploited through to projects that educate and challenge the ‘normalisation’ of violence over the longer term. We draw on national and international research and practice to develop and support initiatives that are bespoke to places and problems. We strive in everything we do to reduce duplication and silos and to showcase best practice being developed in Northern Ireland.  In addition to supporting the Minister of Justice, who is the lead Minister for the Programme, and providing her with timely and robust advice we lead on Programme governance, support and secretariat functions including financial oversight and management of funding allocated to support delivery. We also report on delivery progress to the Programme Board and its sub-groups.  Joining the Programme Team will give you the opportunity to work on a complex but fascinating issue, to build your contacts and experience working on different tasks, with many different partners and to do that in a supportive environment where you will be able to stretch and see your work contribute to improving the lives of people and communities in Northern Ireland. |

Main objectives of the opportunity

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| The post provides an excellent opportunity to work in a varied role with a wide range of duties. The post holder will be expected to support the broad span of activity within the Tackling Paramilitarism Programme Team, including programme management, stakeholder management, finance and governance, as well as supporting colleagues working on research and policy development.  The post holder will play an important role in managing key aspects of the programme and supporting other team members to effectively fulfil their role and responsibilities. This will include, analysing and reporting on progress by delivery partners, monitoring of project outcomes, financial management, and stakeholder relationship management. The post-holder will also provide support to the team in relation to Assembly business including Assembly Questions, Correspondence cases, and briefing to the Minister and senior officials. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:   * Analytical skills * Briefing / literacy skills * Report writing * Communication skills * Ability to build relationships across teams and organisations with different priorities and values. * Collaboration skills * IT skills (use of spreadsheets would be desirable) * Project management |

**4. Personnel: Please state below**

Who will the individual report to?

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| Christopher Farrington |

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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| The Department will hopefully benefit from new skills and experience that the post holder will bring to the role and they themselves will have the opportunity to work on an Executive priority through a diverse and collaborative programme with a wide range of stakeholders, working to make a real difference to people’s lives. |

**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**: Beginning of March 2021 or as soon as a suitable candidate is identified and a release date agreed.  **Duration**: 2 years with the possibility of an extension, subject to the agreement of all parties.  **Location**: Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG.  **Funding**: DoJ will meet salary and any associated expenses and the salary range is £31,137 to £32,800.  **Selection Process:** Paper sift followed by interview.  **Further information**: For further information please contact Mary Lemon on Tel: 07766331684 or by email at: [mary.lemon@justice-ni.gov.uk](mailto:mary.lemon@justice-ni.gov.uk) or Adele Brown, Programme Director by email at: [adele.brown@justice-ni.gov.uk](mailto:adele.brown@justice-ni.gov.uk).  **Closing Date**:Applications must be submitted by 5.00pm on Friday 26 February 2021 to:    [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **Mary Lemon** |

**Signed:**

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| **5 February 2021** |

**Date:**