# Hosting Proforma

Northern Ireland Police Fund

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Kelly Robinson

 Name

 Organisation/

Administration - Northern Ireland Police Fund

 Department

100 Belfast Road

Holywood

Co Down

BT22 2RE

 Address

 Telephone Fax number

02890 393556

 Number

admin@nipolicefund.gov.uk

 E-mail

Type of Opportunity

Secondment - Administrative Officer

**2. Details of hosting opportunity**



 Description of opportunity

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| **BACKGROUND to Northern Ireland Police Fund**The Fund was set up in 2002 following a report by John Steele into how recommendation 87 of the Patten Report could be implemented. Initially the Fund was a Company Limited by Guarantee but in 2016 this was changed to a Statutory Body of the Department of Justice under the Northern Ireland Police Fund Regulations 2016. The Fund is classed as an Executive Non-Departmental Body.The role of the Fund is to provide care and financial assistance to police officers and ex-officers who have been injured or disabled as a direct result of terrorism, and to the widows, widowers and families of police officers killed or injured through terrorism. This includes PSNI officers who may be killed or injured in the future in this way.We support our clients through our funding schemes which are designed to enable them to enjoy a quality of life in their home and make a positive long-term impact on their circumstances.Further detail can be found at our website www.nipolicefund.gov.uk |

 Main objectives of the opportunity

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| **Administration Officer for the Northern Ireland Police Fund**The post holder will be required to provide administrative support to CEO, Head of Administration, Head of Assessment and Assessment Team. To be the first point of contact on the phone or in person to clients, suppliers and other stakeholders. To contribute to the smooth day to day running of the office.**Description of role*** Contribute to the smooth day to day running of the office.
* Handling email and phone inquiries, and other forms of written correspondence.
* Taking messages and redirecting calls as required.
* Assisting colleagues whenever possible.
* Managing the travel plans, appointments, and agendas of senior management.
* Submitting reports and preparing presentations and general research.
* Creating and updating databases for various forms of data, including personnel and client information.
* Filing and managing various forms of data appropriately.
* Taking minutes at meetings.
* Drafting documents and designing presentation for colleagues.
* Process, log and distribute incoming post/email and prepare outgoing post.
* Oversee maintenance of general office equipment and ordering office equipment when needed
* Assist in planning and arranging meeting and events, including organising catering and distribution of documents.
* Printing and photocopying Organisation documents, often on behalf of colleagues.
* Maintain accurate records in line with the Funds GDPR policies and legislation.
* Complying with Fund policies on Data integrity and security and other policies contained in the Employee Handbook.
* Undertake additional duties as may be reasonably delegated
* General day to day administrative support as required
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Person Spec****Essential Criteria*** 3-5 years in a similar role.
* Mathematics and English to Grade C GCSE or equivalent
* Fluent in written and spoken English.
* Excellent IT skills to include Microsoft Office Word and Excel.
* Excellent planning and organisational skills.
* Excellent communication and interpersonal skills.
* Teamwork and collaboration skills.
* Excellent attention to detail, demonstrated by a high level of error free work.
* Cooperative and willing to accept additional responsibilities.
* Reliability and the ability to work well under pressure.
* Outstanding time management skills and the ability to priorities tasks.

**Desirable Criteria*** A recognised administration Courses
* Strong knowledge and understanding of GDPR
* Experience of working in a small government departmen

**Security Clearance*** Where a position is offered it will be subject to security clearance at CTC Level. A start date will be confirmed upon receipt of successful security clearance
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Head of Administration  |

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

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| Head of Administration |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Individual**The post holder will benefit from working across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area. The post holder will have the opportunity to engage directly with the Client and staff of the Fund and its Board.**Parent Organisation**This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around working with the Police family. The successful applicant will also gain invaluable experience in working with organisations and individuals and at the same time will broaden the post-holders knowledge of working within an Arm’s Length Body and the issues it can face.**Host Organisation**The benefit to the host organisation will be attracting an individual with the capacity and capability to lead in the delivery of the key Fund priority while providing the opportunity to widen the skills and experience of the existing Northern Ireland Police Fund management team. |

**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**: As soon as possible, please note that a start date will be agreed on confirmation of satisfactory security clearance to CTC level. If security clearance is not already held, this will be organised by NIPF.**Duration:** One Secondment opportunity for 1 year (may be extended up to two further years, subject to the agreement of all parties).**Location:** NIPF, Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY**Resources:** Office based with relevant facilities.**Funding**: NIPF will meet salary and associated expenses and the salary is: £22,519 (NICS staff will transfer at their current salary)**Further information**: Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview. It is anticipated that interviews will take place week commencing **6TH February 2023**.**Closing Date:** Applications must be submitted by **4.00pm on Friday 20 January 2023** to**:**  **For NI Civil Service departmental staff only:** **Secondments@HRconnect.nigov.net**  **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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**Signed:**

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| **20 December 2022** |

**Date:**