# Hosting Proforma

The Commissioner for Survivors of Institutional Childhood Abuse

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Joanne McComb

 Name

 Organisation/

COSICA

 Department

Queens Court

5th Floor

56-66 Upper Queen Street

Belfast BT1 6FD

 Address

 Telephone Fax number

02890 544988

 Number

Joanne.Mccomb@cosica-ni.org

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

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| This is an exciting opportunity for an **Executive Officer 2** to work within a small team working for the Commissioner for Survivors of Institutional Childhood Abuse (COSICA).The principal objective of the role will be as first point of contact for Victims and Survivors. In addition to this, duties will include: To assist with the development of research-informed, evidence-based, analysis, policy briefings and advice and contribute to the overall evidence base for the Commissioner’s work.The office is located in central Belfast and works a hybrid working pattern, currently two days in the office and three working from home.   |

 Main objectives of the opportunity

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| * First point of contact for stakeholder and Victim and Survivor enquiries.
* Provide information, advice and guidance to Victims and Survivors with reference to the Redress Process, and/or refer onwards as appropriate and in line with training provided.
* Engage in a sensitive, professional and effective manner with all who contact the office, presenting a victim centred, trauma informed approach.
* Use case management system or comparable database for recording engagement data.
* Ensure that complex and sensitive information is communicated and processed within the boundaries of Data Protection legislation; handle all personal data with extreme caution and have an awareness of the potential impacts of data loss.
* Collate, analyse and prepare draft information as required to assist line manager and COSICA in progressing key functions.
* Contribute to COSICA programme policy development through research either secondary or primary.
* Monitor contacts and enquiries to the office and produce statistical reports.
* Contribute to development of COSICA communications.
* Media monitoring.
* Use of the COSICA website and other sources/media to promote the work of the Commissioner.
* Provided support with the establishment and running of the Advisory Panel.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Experience of working in an engagement role with client groups, vulnerable groups or victims and survivors.
* Experience of policy development and of using research data and information.
* Experience of managing data including personal data to the highest standards.
* Experience of drafting communication materials for different stakeholder audiences.
* Experience of building positive working relationships with a wide range of stakeholders.
* Working positively with colleagues and partners to meet organisational commitments and deliver results.
* Excellent organisational skills, with the ability to prioritise and manage workloads and react accordingly to short notice requests.
* A flexible and innovative approach to deliver solutions.
* Excellent computer skills, especially in information management tools and software, and in presenting data in a variety of formats on request.
* A working knowledge of the role of media (including social media), the political landscape, and how these intersect with high profile and complex subject matters.

Desirable Criteria* Knowledge of working within an Arm’s Length Body/ Non-Departmental Public Body.
* Experience of research using both secondary and primary sources.
* Experience of generating reports from statistical data.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| The DP Policy and Engagement  |

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

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| The role holder will report directly to the DP Policy and Engagement  |

**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 Policy and Engagement EO2 will join a team of 9 staff, working to establish and promote the organisation in a dynamic and highly rewarding area. In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make/ retain contacts within the Northern Ireland Civil Service, and the wider public sector. The individual will play a key role in supporting the Commissioner and staff in fulfilling its role in promoting the interests of Victims and Survivors. Benefit to individual’s employer The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future. Benefit to COSICA COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**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**Duration**: 24 months with the potential to extend for 1 further year**Location**: 5th Floor South, Queen’s Court 56-66 Upper Queen Street Belfast, BT1 6FD **Resources**: Resources to enable home working will be provided **Funding**: COSICA will meet salary and associated expenses. The salary range is EO2 starting at £26,017.**Further information**: Please contact Joanne McComb on Tel: 028 9054 4985 or by email at: Joanne.Mccomb@cosica-ni.org. **Closing Date:** Applications must be submitted by 4.00pm on Friday 3 February 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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| **J McComb**  |

**Signed:**

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| **10.01.23** |

**Date:**