



GEM PROGRAMME ROLE SPECIFICATION - 2016

Employer:	
Northern Ireland Housing Executive	
Address/Tel/email	
The Housing Centre, 2 Adelaide Street, Belfast, BT2 8PB	
Responsible To (Project Supervisor)	
Colm McQuillan	
Workplace Mentor	
Julie Alexander	
Location of Role:	
Based at The Housing Centre, 2 Adelaide Street with some travel throughout the local area.	
Working Hours:	Salary/Benefits:
37	£17,372 Any relocation costs incurred by you will not normally be reimbursed by your employer.
Training and Qualification costs: Your employer will buy you a place on the GEM programme, including paying all your training, qualification, travel and accommodation costs for completion of the GEM Programme.	
Intended duration of employment:	
12 month paid internship	
Start/End Date:	
October 2016 – October 2017	
Skills and Attributes:	
<p>Essential Requirements:</p> <ul style="list-style-type: none"> • Values which fit in with the Housing Executive • Ability to communicate with people from all backgrounds in a non judgemental way • Demonstrate excellent communication and interpersonal skills and the ability to facilitate focus/discussion groups. • A commitment to working with customers to improve their life chances • Good timekeeping, punctuality and all round personal integrity • Ability to take personal responsibility, self motivate and self manage • Team Working • Good oral and written communication skills • Project Management and event organisation skills • Have an interest in social policy and a good grasp of government changes • Strong IT skills • Access to a means of transport 	



Role Specification

Employer	Area	Detail	Outcome
NIHE	Welfare Reform	<p>Background</p> <p>The Northern Ireland Housing Executive was formed in 1971 as Northern Ireland’s Strategic Housing Authority. Our vision is one in which housing plays its part in creating a peaceful, inclusive, prosperous and fair society. We want to recruit talented graduates directly from our communities who will help us to make our vision a reality for Northern Ireland’s communities. Our goal is that everyone has access to decent, affordable housing and our task is to work with communities and other organisations to meet the housing needs of existing and future generations. We need to enable our future leaders to play a key part in delivering our aims, and to help us with this challenge we have teamed up with the award winning GEM Programme which works directly with the housing sector to deliver an intensive one year learning experience. Completing the GEM Programme with us will give you a real kick start to a fantastic future in the sector. We have an exciting role working within and supporting your communities directly.</p>	<p>Communication and engagement</p> <p>Time Management</p> <p>Reviewing Data</p> <p>Research Skills</p> <p>Project Management</p> <p>Report Writing</p>

		<p>Role Purpose:</p> <p>The Welfare Reform team focusses on a number of on-going key issues in addition to Universal Credit, which you will have the opportunity of involvement in, including:</p> <ul style="list-style-type: none"> • Addressing issues surrounding under-occupation and overcrowding. • Ensuring the delivery model is reviewed constantly so that effective outcomes are delivered. • Reviewing affordability of our homes <p>You will be responsible for delivery of key projects that are affected by Welfare Reform changes and will need to be able to inter-connect strands of policy to ensure impacts are considered and evaluated.</p> <p>You will work at both a strategic and operational level; going from abstract concepts and impact modelling to completing benefit forms in customer homes. You will connect into wider income management services to ensure all processes are compatible with our aims of supporting our customers whilst maintaining income into the organisation.</p> <p><u>APPLICATION PROCESS</u></p> <p><u>Application should be made using the on-line application form. Instructions on how to complete the on-line form appears once the form has been accessed. Make sure you follow these instructions.</u></p> <p><u>Candidates unable to use the on-line form can download a PDF version which must be returned by the closing date and time.</u></p>	
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