



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	
Barbara Lancaster	
Location of Role:	
Based at The Housing Centre, 2 Adelaide Street and will need to travel throughout the local area.	
Working Hours: 37	Salary/Benefits: £ 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 and our Digital Inclusion Strategy • 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	Community Development	<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>Reviewing Data</p> <p>Research Skills</p> <p>Project Management</p> <p>Event organising</p> <p>Report Writing</p>

		<p>Role Purpose:</p> <p>As Digital Inclusion Officer, you will assist the organisation in the delivery of the organisation’s digital inclusion strategy.</p> <p>This will include the development of H.U.G.O (Helping U Get On-line) which will include training staff and customer ‘digital champions’, co-ordinating the circulation of information and resource materials.</p> <p>In addition, you will be part of Housing services Division’s project for the development of our digitisation approach including the use of social media, webchat and enhanced telephony and mobile working solutions.</p> <p>This placement will be suitable for an individual interested in getting involved in an area of growth for housing providers, working both on a strategic and grass-roots level.</p> <p>You will be committed to delivering excellent customer service, have a strong desire to improve access to opportunities for social housing tenants and the ability to learn and share new skills with others.</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>	
--	--	--	--

		<p><u>Guidance on the completion and return of applications is included in the Candidate Guidelines on the job related documents.</u></p> <p><u>LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.</u></p> <p><u>It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.</u></p> <p><u>The Northern Ireland Housing Executive is an equal opportunities employer. It particularly welcomes applications from members of the protestant community who are currently under represented in parts of its workforce.</u></p>	
--	--	--	--