Conditions of Appointment

Rewarding Learning

Post: **Communications and Engagement Manager**

Appointment: The appointment will be made by the Council for the Curriculum, Examinations and Assessment acting in accordance with its powers under the Education and Libraries (Northern Ireland) Order 1993 and its Recruitment Code and procedures.

All appointments are subject to two satisfactory references, a satisfactory pre-employment medical and satisfactory assessment of any criminal conviction disclosures. These checks will be carried out only after you have been recommended for appointment.

Prior to starting duties, appointed candidates must supply proof of eligibility to work in the UK and evidence of educational qualifications, where applicable.

Term: This post is on a permanent contract basis.

Location: Council for the Curriculum, Examinations and Assessment,
29 Clarendon Road, Clarendon Dock, Belfast, BT1 3BG.

Car parking: Unfortunately, CCEA has only a limited car parking facility for staff. However convenient car parking is available nearby at reasonable rates.

Requirements: See Person Specification for full details on essential and desirable criteria.

Probation: A new appointment shall be subject to a term of probation of six months.

Working hours: Employment will be of a full-time nature and the postholder will be required to work the equivalent of 36¼ hours per week excluding lunch breaks.

Salary: Salary will be paid monthly in arrears by the BACS system on or before the last banking day of the month. The salary for this post will be on the NJC scale points 37 - 47, currently £45,441 - £55,791 per annum.

Annual leave: You would be entitled to 26-34 days annual leave. The leave year runs from 1 April to 31 March each year. Entitlement in the leave year 2024/25 will be calculated on a pro-rata basis depending on the number of full weeks worked in this leave year.

In addition, you would be entitled to statutory days with pay as follows:

New Year's Day, St Patrick's Day, Easter Monday, Easter Tuesday, May Day, Spring Bank Holiday, July 12 and 13, Summer Bank Holiday, Christmas Day, Boxing Day plus one extra-statutory holiday to be determined by the Council after consultation with the employees.

CCEA premises will be closed from Christmas to New Year. To effect this closure, you would be required to use two days leave.

Pension: CCEA operates two pension schemes which you may be eligible to join/transfer: the Local Government Pension Scheme for NI (NILGOSC) or, if you are joining from a teaching background, DENI Teachers Pension Scheme.

Contract: A contract of employment containing full Terms and Conditions will be issued to the successful candidate.

Closing date: Your completed application and equal opportunities monitoring information must be sent via the CCEA recruitment site.

Applications must be received no later than 12 midnight on Friday 2 August 2024.