

## HONOURS OUTREACH

<b>Job Title</b>	[Local] Honours Co-ordinator
<b>Number of Positions</b>	One
<b>Grade</b>	HEO - SEO - G7
<b>Closing Date</b>	18 December 2015
<b>Context</b>	<p>Civil Service Local is a cross-government programme, working closely with the Cabinet Office and engaging with our agencies and departments to influence the delivery of the Civil Service Reform.</p> <p>Our challenge is to identify, develop and deliver initiatives that result in:</p> <ul style="list-style-type: none"> <li>• Better opportunities for staff</li> <li>• Better services for the public</li> <li>• Better value for money</li> </ul>
<p><b>Role Purpose</b></p> <p>A volunteer is sought to work with the Cabinet Office to develop and implement a strategy for raising awareness of the honours system in the north east of England.</p> <p>The posts are offered on a loan/secondment basis <b>and costs of both salary and travel and subsistence are to be funded by the home department.</b> Please ensure that your department/agency is prepared to do this before applying</p> <p><b>Background</b></p> <p>For more than twenty years, any member of the public has been able to nominate anyone for an honour – anything from a British Empire Medal (awarded for very local service) through MBEs, OBEs and CBEs to Knight and Damehoods. And yet most people still don't really understand how the system works, and some parts of the country receive far fewer honours than the size of their population merits. In particular, <b>Yorkshire and Humber</b> is consistently under-represented in the New Year and Birthday Honours Lists.</p> <p>The Honours and Appointments Secretariat in the Cabinet Office has responsibility for running the honours system, reporting to the Cabinet Secretary and Head of the Civil Service, Sir Jeremy Heywood. It does what it can to publicise the honours system around the UK, but has limited capacity and is therefore unable to make many visits to or build networks in the under-represented regions. The Secretariat is therefore looking for someone who would like to work with it to develop a strategy for outreach to those regions, with the objective of delivering more honours nominations from them.</p>	

<p><b>What might be involved</b></p>	<p>The first step will be to identify the target audiences in the under-represented regions. These might include local voluntary and charitable organisations; local authorities; local enterprise partnerships; chambers of commerce; women’s and ethnic minority groups (both are also under-represented in the honours lists); and so on. The next step will be to identify the best ways of reaching them and perhaps to pull together a group of local civil service volunteers who would be willing to give occasional presentations on the honours system to audiences within their region. The Secretariat will provide both training and a presentation to use.</p> <p>An optional additional task might be to build links with regional media, with a view to collaborating with them on publicising the honours system. The Secretariat can provide details of past honours recipients who have indicated that they would be willing to be involved in publicity efforts and who might become part of local honours awareness campaigns.</p>
<p><b>Skills Required</b></p>	<p>The Cabinet Office is looking for someone who is good at building networks; confident in addressing large audiences; and perhaps with some experience in working with the media. Initially we are looking for someone to lead the project, but that person is likely to need a team of regional volunteers to support them: expressions of interest in that role would be welcome too. We are not seeking a particular grade, as skills are more important than status. However the work might especially suit; HEO/SEO/G7.</p>
<p><b>How much time will it take</b></p>	<p>This is a job that could expand to fit the time available. Some concentrated work at the start to develop the strategy and build a team of volunteers would be ideal: either a block of time or perhaps one day a week. After that, implementation might involve one or two days a month delivering presentations or liaising with the local media.</p>
<p><b>How do I apply</b></p>	<p>If you would like to find out more, please contact one of the following:</p> <ul style="list-style-type: none"> <li>- Abby Oshodi, Honours Diversity and Outreach Co-ordinator: <a href="mailto:abby.oshodi@cabinet-office.x.gsi.gov.uk">abby.oshodi@cabinet-office.x.gsi.gov.uk</a>; tel 020 7276 2787</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Alex McMurtrie, Head of Honours Operations: <a href="mailto:alex.mcmurtrie@cabinet-office.x.gsi.gov.uk">alex.mcmurtrie@cabinet-office.x.gsi.gov.uk</a>; tel 020 7276 2053)</li> </ul> <p>If you would like to express an interest in this opportunity, please send the following to <a href="mailto:abby.oshodi@cabinet-office.x.gsi.gov.uk">abby.oshodi@cabinet-office.x.gsi.gov.uk</a>:</p> <ul style="list-style-type: none"> <li>- your CV;</li> <li>- a short statement (no more than one side of A4) setting out why you would like to take on the role and the skills</li> </ul>

	<p>you would bring to it,</p> <ul style="list-style-type: none"><li>- a note from your line manager confirming his or her willingness to release you for this work and commenting on your suitability;</li></ul>
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