APPLICATION PROCESS & BENEFITS

**Applications should be in the form of a tailored CV which clearly addresses the criteria detailed on the Person Specification. Please also include a cover letter outlining why you believe you are the best candidate for this role. CVs submitted without an accompanying cover letter will not be accepted.**

Email your CV, Cover Letter and completed Employee Monitoring form to: [melanie.doherty@bitcni.org.uk](mailto:melanie.doherty@bitcni.org.uk).

**The closing date for receipt of applications is Monday 26 July at 12 noon.**

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

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| **What are the benefits of working at BITC?** | | |
| **What are my hours?** | The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible. | |
| **How much holiday do I get?** | Annual leave starts at 25 days per year and after 5 years it goes up 1 day per year until you have 30 days per year. | |
| **Will you help me develop?** | We provide ongoing learning and development for everyone at BITC. | |
| **Are there financial benefits?** | We offer an interest free season ticket loan; we also offer membership to the HMRC cycle hire scheme across the UK. | |
| **Can I get childcare vouchers?** | Yes, BITC participates in the HMRC recognised childcare vouchers salary scheme. | |
| **Will I be able to save for a pension?** | Yes, we operate a group personal pension scheme. BITC will contribute up to 6% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension. | |
| **What if something happens to me?** | Payment of four times the annual salary will be paid to the estate of any individual in the event of death while they are employed at BITC. | |
| **On completion of a satisfactory probationary period we offer staff** | | |
| **What about my wellbeing?** | | We offer membership of Westfield Health with Business in the Community paying Level 1 membership for all employees with the option for staff to upgrade their level. |
| **Perks** | | Perks is an online employee benefits platform that works with great retailers to provide market-leading offers and discounts to UK employees |
| **Business mobile phone** | | We offer business phones to team members who meet a set criteria. |

JOB DESCRIPTION

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| **Role** | Community Engagement Manager |
| **Department** | Community Engagement |
| **Location** | Bridge House, Belfast |
| **Reports to** | Head of Community and Engagement |
| **Contract** | Permanent / Full-time |
| **Salary** | £32K |

Who we are?

We exist to build healthy communities with successful businesses at their heart. Business in the Community (BITCNI) – the Responsible Business Network in Northern Ireland – is a business-led membership organisation made up of progressive businesses of all sizes who understand that the prosperity of business and society are mutually dependent.

In the spirit of being a responsible business, our members are signed up to:

**Being the best, they can** be in delivering social, environmental and economic sustainability across all areas of their business.

**Join with other businesses** to bring together their collective strength and be a force for good.

What we do

We set a course for responsible business.

We use our CORE framework to guide members on a journey of continuous improvement, working across the whole responsible business agenda. From community engagement to employment, diversity and the circular economy, we offer expert advice and specialist resources, driving best practice by convening, sharing learning and recognising great performance across our influential Network.

Through participation in Business in the Community’s ground-breaking campaigns and programmes, businesses can collaborate and help to bring about lasting change on a wider scale which benefits both business and society.

Purpose of Job

To contribute to the strategic development, management and implementation of Business in the Community’s Community Engagement work stream in Northern Ireland and leading on the Business Response Network (BRN) for Northern Ireland.

Main Responsibilities / Accountabilities

1. To contribute to the development and implementation of Business in the Community NI’s strategy for Community Engagement and to support the delivery of objectives, targets and goals to maximise business engagement in this work stream.
2. To deliver on the strategic goals and the BRN targets and goals for Northern Ireland.
3. To assume role of Regional Lead for NBRN in Northern Ireland, coordinating support from business to communities in need as a result of the Covid 19 crisis
4. To contribute to identifying and securing the funds and resources needed to ensure the successful delivery of the Community Engagement strategy and the BRN plan for Northern Ireland.
5. To be involved in the research, development and management of appropriate initiatives to engage business in addressing key social issues that help to meet the needs of the community and voluntary sectors as well as wider society.
6. To manage relationships with existing member companies and to participate in the Community Engagement work stream and wider Business in the Community activities.
7. To support the establishment of partnerships and strategic alliances and strengthen existing relationships with key stakeholders and leading third sector and community organisations and government agencies and to identify opportunities to work together.
8. To establish and maintain appropriate networks to ensure familiarity with key issues, policies, legislation, initiatives and funding arrangements relevant to your work stream.
9. To work with the Head of Community Engagement to review, monitor and evaluate all programmes and initiatives with a key focus on risk management and minimisation.
10. To liaise with National Lead on BRN providing regular updates on progress, identifying additional needs and supporting the National effort on BRN
11. To contribute actively and positively as a member of the Community Engagement team.

Key requirements

### Provide Quality Services

To play an active role in inspiring, engaging, supporting and challenging business to engage and impact positively in the communities in which they operate.

### Plan Effectively

To contribute to the development and delivery of an annual operating plan for the Community Engagement campaign, ensuring that key strategic linkages with Business in the Community NI’s plan are in place.

### Use Resources Efficiently

To effectively utilise existing resources and help in securing new resources to meet team objectives.

### Promote Effective People Management

To positively prepare for, and contribute to, your supervision and appraisal and those of the people you line manage (if applicable).

### Develop Self and Others

To assume responsibility, in conjunction with your line manager, for identifying your own training and development needs.

### Promote Teamwork

To contribute to effective team working as part of the Community Engagement Team and as part of the wider Business in the Community team.

### Communicate Effectively

To liaise effectively with other teams and external bodies in conjunction with your line Manager. To represent Business in the Community as a spokesperson on your area of expertise when appropriate.

### Promote Health, Safety and Security/Safeguarding of Self and Others

To contribute to the promotion of health, safety and security within your workplace. To take responsibility for the safeguarding of any young people or vulnerable adults that you come into contact with through your work with Business in the Community.

### Promote Diversity and Equality of Opportunity

To actively promote equality of opportunity, anti-discriminatory practise, diversity, individual rights and choice in all respects of your work.

The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

**Special working conditions**

The post holder is currently required to work from home. Home working will require the appropriate desk/working set up in line with health and safety guidelines which will be outlined at induction.

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PERSON SPECIFICATION

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| --- | --- |
| **Experience** | * Proven track record of working with business people, managing your own workload and having the ability to work on your own and as part of a team |
| **Essential Skills** | * Three years’ recent relevant experience linked to business and/or community development. * High standard of communication and presentation skills and ability to operate credibly at all levels in the private, government and community sectors and to adapt your approach to suit. * Excellent relationship management skills – networking, negotiating and understanding the priorities of client companies are key features of the role. * Excellent organisational, analytical and project management skills and aptitude for IT. * Previous successful experience of managing a budget and income generation. * Full driving licence and car available for business use OR access to a form of transportation which will enable you to meet the requirements of the post in full. |
| **Desirable Skills** | * Third level qualification. * Experience of creating and leading high level collaborative partnerships * Experience of securing and managing government grants/funding |
| **Personal attributes** | * Originality, creativity and an aptitude for lateral thinking are required to tailor advice and action to meet company needs. * Integrity, a vision for what is possible, and optimism are all essential. * The ability to communicate to a range of audiences, adapting your style and approach to suit. |
| **Behaviours** | * Act in accordance with Business in the Community’s values: * Creativity * Passion * Collaboration * Integrity * Recognise the implications of working within a charity * Be enthusiastic and keen to learn and develop * Show commitment to customer service * Give attention to detail and be committed to working to a high standard * Demonstrate a flexible, positive, pro-active and open-mindedness approach to work * Give feedback and support |