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** | Head of Wellbeing & Inclusion |
| **Department** | Business Engagement |
| **Location** | Bridge House, Belfast |
| **Reports to** | Managing Director |
| **Contract** | Permanent / Part-time (4 days) |
| **Salary** | Circa £41K pro rata |

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 lead on the strategic development, management and implementation of Business in the Community’s Wellbeing & Inclusion work stream in Northern Ireland.

Main Responsibilities / Accountabilities

1. To lead on the development and implementation of Business in the Community NI’s strategy for the Wellbeing & Inclusion workstream to develop appropriate objectives, targets and goals to maximise business engagement
2. To lead, inspire and manage the Wellbeing and Inclusion team to deliver on their strategic goals
3. To manage the Wellbeing and Inclusion budget, identifying and securing the funds and resources needed to ensure the successful delivery of strategy
4. To oversee the research, development and management of appropriate initiatives to engage business in addressing employee wellbeing and inclusion issues that help to ensure NI employers are the best they can be.
5. To manage relationships with existing member companies and recruit new members to participate in the Wellbeing & Inclusion workstream and wider Business in the Community activities.
6. To establish partnerships and strategic alliances and strengthen existing relationships with key stakeholders and leading third sector and community organisations, government agencies and HR bodies and to identify opportunities to work together.
7. To establish and maintain appropriate networks to ensure familiarity with key issues, policies, legislation, initiatives and funding arrangements relevant to your work stream.
8. To review, monitor and evaluate all programmes and initiatives with a key focus on risk management and minimisation.
9. To assume responsibility as a key Relationship Manager for Business in the Community, recruiting and engaging companies into membership.
10. Contribute to a safe environment, in line with the responsibilities outlined in the Safeguarding Framework. Ensure that safeguarding risks are identified, communicated and managed as part of programme delivery in line with BITC process, and concerns raised are responded to within 24 hours and reported appropriately.
11. To contribute actively and positively as a member of the senior management team.

Key requirements

### Provide Quality Services

To lead Business in the Community in Northern Ireland in inspiring, engaging, supporting and challenging business to engage and impact positively in the communities in which they operate.

### Plan Effectively

To develop and deliver an annual operating plan for the Wellbeing and Inclusion 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 lead 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 Wellbeing and Inclusion Team and Senior Management Team as well as 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.

1. **Promote Health, Safety and Security/Safeguarding of Self and Others**

To contribute to the promotion of health, safety and security within your workplace. To lead, guide and support your team with regard to 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 may be required to work remotely, or from home on occasion. 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** | * At least three years’ (ideally five years’) recent relevant experience at senior management level in the public, private or third sectors * The ability to relate to and communicate effectively with senior business leaders and senior officials in government * A strong knowledge and understanding of current and emerging issues around workplace wellbeing and inclusion and how these relate to business and the responsible business agenda in particular * The ability to relate to and effectively engage businesses and other key stakeholders as participants in Business in the Community’s Wellbeing and Inclusion work stream * Experience of building relationships with a range of key stakeholders * Experience of people management and managing diverse teams * Proven ability to identify and write funding and sponsorship bids/proposals * Significant experience of successfully sourcing funds from a range of stakeholders * Significant experience of concurrently managing a number of different projects or initiatives * Evidence of innovation and creativity * A full driving licence and car available for business use OR access to a form of transportation for business use which will enable you to meet the requirements of the post in full |
| **Desirable Skills** | * Proven track record in developing programmes/initiatives focusing on the wellbeing and inclusion agenda * Demonstrable expertise in the wellbeing and inclusion agenda |
| **Personal attributes** | * Superb leadership skills, an ambitious approach and the ability to communicate effectively with senior level colleagues. * Experience of working across the voluntary/community, public and private sectors. * Excellent interpersonal and negotiation skills are required to enable the post-holder to work effectively across a number of teams and with external stakeholders. * Strong creative skills and the ability to articulate a vision and engage others in supporting that vision to achieve your aims * Drive, enthusiasm and initiative, along with a strong belief in and adherence to the values of Business in the Community * The ability to lead a busy team and to inspire them to work together to achieve Business in the Community’s mission in the most creative and engaging way possible |
| **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 |