**JOB DESCRIPTION AND PERSONNEL SPECIFICATION**

**JOB TITLE:** Business Development Officer

**RESPONSIBLE TO:** Chief Executive

**LOCATION:**  Easilink Strabane

**HOURS:** 24 hours per week

**CONTRACT:** Fixed Term (3 Years) with possible extension beyond this.

*\*This post s funded through The National Lottery’s Dormant Account Funds*

**SALARY: £19,294 (£15.46 per hour)**

**OVERVIEW OF THE POST AND PROJECT:**

Easilink provide a transport option to rural dwellers (across the Omagh, Strabane and Foyle areas) who for many reasons have difficulty using or are unable to access public transport.

The postholder will work in partnership with the Management Board and Chief Executive to implement Easilink’s 5 Year Strategic Development Plan. This role will focus on addressing the key Priority Actions developed through the Strategic Planning Process Successful progress on each Priority Area will contribute to Easilink’s long-term financial sustainability and resilience.

* Reduce Reliance on Public Funding
* Diversify Our Income Generation Model
* Innovation and Service Development
* Capability, Capacity and Succession Planning.

**KEY RESPONSIBILITIES**

* Responsible for the implementation of the Priority Actions identified in Easilink’s Strategic Development Plan.
* To research, identify and develop new business opportunities and income generation models which will reduce Easilink’ s reliance on government funding, whilst meeting the needs of existing and future clients.
* Identify, develop, and implement a bespoke staff and volunteer training and mentoring programme aimed at increasing the skills and capacity of the organisation.
* Conduct research into the possibility of developing a property as a social enterprise venture.
* To establish, implement and maintain effective and ongoing monitoring and evaluation systems to both measure the success of each intervention and report back to the project funder, The National Lottery.
* To organise various marketing, promotional and engagement campaigns, to increase the profile and awareness of Easilink Community Transport and our services.
* To develop and manage positive relationships and communication with key stakeholders including public, private, and community / voluntary organisations.
* To work closely with the company Chief Executive, Management Board, and financial officer to develop and maintain systems to manage, monitor and evaluate the project and to prepare reports relating to the project outcomes.
* Continuously look for opportunities to develop the project and the organisation ensuring the project is sustainable beyond the life of the project.
* Build and maintain effective relationships with staff / volunteers.
* To undertake any other duties as deemed appropriate to the achievement of the purpose and function of this post.

**General Conditions of Appointment**

Appointments are subject to –

* Probationary period of 6 months.
* Compliance with Easilink’s Policies and Procedures.
* You will be based at Easilink Strabane; however, you will be required to travel to other sites which the organisations operate from.
* To undertake training relevant to your role.
* Successful candidate will be required to undergo an Access NI Basic Check and Provide proof of entitlement to work in Northern Ireland.

**Person Specification**

It is the responsibility of the applicant to clearly demonstrate on the Application Form how they meet the criteria laid out below:

**Essential Criteria**

It is essential that applicants have a minimum of:

1. A Degree Level or equivalent in a Business Studies, Marketing or Community Development related subject **and** 2 Years Paid Experience (in the last 5 Years) in a Business (or Community and Voluntary Sector) Development role.

**Or**

1. 3 Years Paid Experience in a Business (or Community and Voluntary Sector) Development role.
2. It is essential that applicants hold a full, current driving licence and access to a car or have access to a means of transport which would enable the applicant to carry out the duties of the post.

**Desirable Criteria / Experience**

1. Experience working within the Community, Voluntary and Social Enterprise Sector.
2. Experience of Developing and Engaging with Key Stakeholders across the public, private and community and voluntary sectors.
3. Excellent marketing and communication skills including public presentations, report writing, facilitating meetings, public engagement and dealing with the media.
4. Experience Working with Funders including financial management, monitoring, and evaluation.
5. Excellent IT skills and experience.

**Knowledge, Skills, and Personal Qualities**

* Ability to work on own initiative and be self-motivated.
* Ability to work as part of a team.
* Friendly and welcoming personality.
* Ability to maintain confidentiality.

**Easilink Office (Strabane)**

**Unit 12 Strabane Enterprise Agency**

**Orchard Road, Strabane**

**BT82 9FR**

APPLICATION FORM

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

Please note that the closing date for this role is **Monday 13th May 2024 at 12noon.**

Position Applied for: Business Development Officer (24 Hours)

**Personal Details**

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Title:

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First name(s):

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Surname:

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Address:

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Postcode:

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Home

Telephone number

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Mobile

Telephone number

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E-mail

address

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| Are you eligible to work in the UK? | Yes | ☐ | No | ☐ |

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| Do you hold a full UK Driving Licence and have access to a car | Yes | ☐ | No | ☐ |

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| **Rehabilitation of Offenders Act** |

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| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes | ☐ No |  | ☐ |
| Have you any prosecutions pending? | Yes | ☐ No |  | ☐ |

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| If yes, please give details / dates of offence(s) and sentence. |

| **Training courses (relevant to your employment)** | | |
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| **Dates** | **Course** | **Accreditation** |
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| **Education (list most recent first)** | | |
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| **Dates** | **Level (i.e GCSE, Btec, NVQ, Degree etc)** | **Subject and grade achieved** |
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Education and Qualifications

Employment history

Please provide employment details (paid and unpaid) listing most recent first. **Please give a brief description of each role**, continuing a separate sheet if necessary. If you have any significant gaps in your employment history, please provide dates and explain the reasons.

| **Dates form - to** | **Employer name and address** | **Job title and description** | **Salary** | **Reason for leaving** |
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Essential Criteria

Please outline concisely below how you meet the **Essential Criteria** listed in the Job Description, giving examples where possible. (Please continue a separate sheet if necessary).

Desirable Criteria

Please outline concisely below how you meet the **Desirable Criteria, Experience and Skills** listed in the Job Description giving examples where possible. (Please continue on a separate sheet if necessary).

**REFEREES**

One of these referees must be your present or most recent employer.

Reference 1

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Name & Job Title:

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Address:

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Post code:

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Telephone:

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Email:

Professional relationship to you:

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# Reference 2

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Name & Job Title:

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Address:

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Post code:

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Telephone:

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Email:

Professional relationship to you:

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I can confirm that the information given in this form is, to the best of my knowledge, true and complete.

I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

**Name (Signed): Date:**

We will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants. The Company will only process your personal data where it has a lawful basis for such processing.

How did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return of Applications**

Completed Applications & Monitoring Form must be returned via email to [**claire@easilink.org**](mailto:claire@easilink.org) or to the postal address below by **Monday 13th May 2024 at 12noon.**

**Easilink Office (Strabane)**

**Unit 12 Strabane Enterprise Agency**

**Orchard Road, Strabane**

**BT82 9FR**