



**Antrim Enterprise Agency**  
L I M I T E D

## Directors Pack

Brief for the position of Trustee  
Antrim Enterprise Agency Ltd

2025

## Introduction from the Chair



Dear Prospective Trustee

Antrim Enterprise Agency (AE) is a powerhouse of enterprise, a vital community asset, and a thriving social economy business. We are a not-for-profit organisation with charitable status committed to driving economic development and business growth across the borough.

Through our innovative programmes, dynamic networking events, and business support initiatives, we empower entrepreneurs, strengthen communities, and create sustainable impact.

### **Our Work: Empowering Businesses, Building Communities**

At our core, we deliver an extensive range of enterprise education programmes, working with schools, community organisations, and budding entrepreneurs. Our Start Me Up Shows inspire the next generation of business owners, while as members of Enterprise Northern Ireland, we spearhead local delivery of Explore Enterprise, Go Succeed Engage, and Foundation, giving aspiring entrepreneurs the tools to succeed.

We are also deeply invested in the health and well-being of entrepreneurs and micro-business owners, embedding these principles into everything we do through our Healthy Entrepreneur Hub. Our networking events, including NETWalking and Open Coffee Antrim, provide invaluable connections, collaboration, and growth opportunities.

Through our partnership with Antrim and Newtownabbey Borough Council's ASK programme, we mentor established businesses, helping them navigate challenges and seize new opportunities.

Our impact is tangible. We manage over 60,000 sq. ft. of workspace across two sites, housing 40+ businesses and supporting over 200 jobs. Our NEXTSpace collaboration suite, featuring four offices, is fully occupied. We also manage The Hatchery NI, our co-working hub offering virtual office services, hot-desking, and micro-offices. Additionally, Space Antrim, a 16,000 sq. ft. coworking facility in partnership with the Borough Council, provides 14 high-spec offices, hot-desking, and premium meeting room space.

### **We Need You**

Our board of trustees plays a pivotal role in shaping the direction of AEA. We seek dynamic individuals to strengthen our voluntary board and support our ambitious vision. If you have expertise in any of the following areas, we want to hear from you:

- Finance, Accounting, or Banking
- Property Development or Construction
- Legal or Governance

Following a Strategic Review in 2024, we focus on growth, innovation, and sustainability. We recognise key challenges and opportunities, including:

- Adapting to the evolving landscape of enterprise development, as government funding shifts towards knowledge-based and tech businesses.
- Diversifying our revenue streams to ensure financial sustainability in a changing funding environment.
- Embracing fresh thinking to drive growth, innovation, and strategic partnerships.
- Strengthening collaboration with Antrim and Newtownabbey Borough Council to amplify our impact.

If you are passionate about enterprise, committed to making a difference, and eager to contribute your skills to a thriving social economy organisation, we invite you to join us. This is an exciting opportunity to help shape the future of business in Antrim while making a lasting impact on local entrepreneurs and communities.

We would love to hear from you.

Yours sincerely,

Declan Barry  
Chair, Antrim Enterprise Agency

## Meet the Board of Trustees



**Declan Barry – [CEO, Export Explore Limited; Agile Growth Systems Limited]**

- Chair



**Janet Atkinson– [Director, Northview Property Management]**

- Vice Chair
- Audit & Risk Sub Committee



**Ian Smyth – [Course Director, BSc (Hons) Human Resource Management at Ulster University Business School]**

- Human Resources and Remuneration Sub Committee



**Richard Cairns – [UK Civil Service - Belfast]**

- Human Resources and Remuneration and Audit & Risk Sub Committees



**Alison McMurtrie– [Founder, Idunn Consulting]**

- Company Secretary
- Human Resource and Remuneration Sub Committee



**Simon Moon– [Property Acquisition Manager, Henderson Group]**

**Matthew Patterson– [Head of Finance Operations, Energystore]**

Could you be our next director ?



## Context

### *Our Vision*

To be the destination of choice for enterprise development, enabling budding entrepreneurs to develop and grow a successful business, thereby achieving their entrepreneurial dreams.



### *Our Mission*

We believe that every client who comes through our doors is helped, encouraged and supported on their entrepreneurial journey

### *Our Values*

Fundamental to our success in achieving our vision and mission, is the fact that quality underpins everything we do, and we do it with *pride* which encompasses our core values:

**Passion:** Our staff are emotionally committed employees, passionate about their work and the organization they work for

**Respect:** We are about treating all people [directors, staff, customers, clients, suppliers and stakeholders] with dignity and value the collective power of teamwork.

**Integrity:** Antrim Enterprise is about being honest and having strong moral principles in all our day-to-day dealings with customers, clients and suppliers

**Dedication:** Antrim Enterprise fosters strong teamwork and encourages personal initiative and growth within the workplace

**Excellence:** We strive to excel in every aspect of our business and deal with every task with a determination to succeed

The board of trustees are looking for individuals with the following experience that can add value to the current work of the board:

- **Accounting/Finance/Banking**
- **Property Development/Construction**

- **Commercial Law/Charity & Corporate Governance**



## Role Description

### Trustee

To participate fully as Trustee and to bring their personal skills and experience to the role by ensuring that the Board plays an active role in overseeing the delivery of high-quality services to individuals within Antrim & Newtownabbey Borough and its hinterlands.

### Key responsibilities

- overseeing the activities of the organisation, its strategic direction and planning processes, programme delivery, financial controls and performance measures
- reviewing and guiding strategy
- reviewing and approving strategic plans, annual budgets, operational and programme plans and performance objectives, and risk management strategies and plans, as developed by the Chief Executive
- monitoring implementation and performance, and overseeing major capital expenditure
- ensuring that the organisational structure is appropriate for achieving the organisation's strategic goals, and that the necessary policies, procedures and controls are in place to ensure that authority may be delegated by the Board without loss of accountability
- in general approving and overseeing the maintenance of sound corporate governance and the accountability of the Board
- the agreement and communication of broad strategic principles
- the setting of the strategic plan's framework and priorities
- signing off on the developed strategy which has been created by management
- the approval of developed work programmes in line with the agreed strategy including the required financial budget
- ongoing identification of strategic gaps in the organisation's actions
- ongoing oversight and review of the effectiveness of the strategy and value for money in respect of work programmes
- review of performance against plan and recommendations on changes required as a result of this review

- ongoing awareness of the needs and timings of external stakeholders within the planning and management cycles.

### Sub Committees

Board members sit on one or more of the following subcommittees. However, several Task & Finish groups will sit as & when required on specific issues/projects.

- Audit & Risk
- Human Resource and Remuneration

### Board Meetings

As from April 2025, board meetings will happen bi-monthly; usually the third Monday

- May
- September (AGM)
- November
- January


### Insurance

Antrim Enterprise holds Professional Indemnity Insurance

- Management Liability – trustees and individual Liability £1m
- Employment Practices Liability – £1m
- Professional & Legal Liability - £1m

## Who we are looking for

- An understanding of, and commitment to, the values of Antrim Enterprise.
- Represent Antrim Enterprise and adhere to its governance framework.
- Experience on sitting on boards with turnover >£350,000. (companies limited by guarantee/charities would be advantageous)
- Demonstrable experience of building and sustaining relationships with colleagues and stakeholders to achieve organisational objectives.
- Experienced in business, self-employment and/or social enterprise of at least 3 years
- Innovative thinkers with strong business acumen.
- A proven track record of achievement and success in their field.



"Living local I joined the Antrim Enterprise board for an opportunity to positively impact innovation, economic development and social capital in the council area where I live. As past Chairperson, it was a real privilege to chair a board of dedicated individuals given of their time on a voluntary basis to effect real change in the local community"

Prof Johnny Wallace  
(former Director  
and Chair)



- Experience in a leadership role of at least 3 years.
- Passionate about growth, sustainability, and lasting impact.

## Terms of appointment

### Remuneration:

Trustees are **unremunerated**.

### Meetings:

Meetings will be held at Antrim Enterprise although there is the option to attend via Zoom

### Time Commitment:

It is anticipated that this role may require up to 1 day per month

## Application Process

### Timetable

Closing date for applications: 31<sup>st</sup> March 2025

Interviews: Thursday 3<sup>rd</sup> April PM (and if required 28<sup>th</sup> April PM)

## How to Apply

Please quote reference: AEA2025BM

**Deadline for applications is 31<sup>st</sup> March 2025. Application is by submission of CV and a cover letter, outlining why you believe yourself to be suitable for the role. Please provide evidence of your achievements against the bullet points of the person specification above and be sure to include your full contact details including daytime and evening telephone numbers.**

To apply please email your application to Janet Atkinson – Vice Chair [chair@antrimenterprise.com](mailto:chair@antrimenterprise.com) or post to: Janet Atkinson, Antrim Enterprise Agency, 58 Greystone Road, Antrim, BT41 1JZ