APPLICATION PROCESS AND KEY INFORMATION

**Applications should be in the form of a tailored CV that clearly addresses the criteria detailed in the Person Specification. Please 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: [karen.wright@bitcni.org.uk](mailto:karen.wright@bitcni.org.uk)

**The closing date for receipt of applications is 25th April 2025 at 5pm**

We envisage that interviews will take place on 2nd May 2025

**Who we are**

Business in the Community is a unique movement across the UK of more than 600 member companies – more than 270 of these are in Northern Ireland. Our purpose is to mobilise business as a force for good in society. Business in the Community’s member companies employ more than 40% of the workforce in Northern Ireland.

Business in the Community membership is a commitment to action and to the continual improvement of a company’s impact on society. Our members commit to act responsibly within their marketplace and to have a positive impact on their people, our planet and the places where they operate. 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 bring about lasting change on a wider scale that benefits both business and society.

**Working at Business in the Community**

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

The job description reflects the current requirements of the post. As duties and responsibilities change and develop due to organisational needs and other circumstances, the actual duties and responsibilities will vary from the particulars of the job description.

We currently operate a hybrid working policy, incorporating home-based and office time. This may be subject to review. For this role, it is anticipated that three days per week will be spent in a combination of office time and at member company meetings and that may change depending on the needs of the role. In the initial induction stages, the post holder may be required to work from the office additional days each week. Home working will require the appropriate desk/working set-up in line with health and safety guidelines which will be outlined at induction.

A full driving licence and access to a car OR access to a form of transport for business use is necessary, as travel across Northern Ireland will be required in this role.

You may be required to attend occasional evening and early morning events, and some travel may also be involved.