# Hosting Proforma

The Chief Executives’ Forum

Name of Host

Organisation

**1. Interchange Manager’s details**

Anne Dickson

Name

Organisation/

Chief Executives’ Forum

Department

Clare House

303 Airport Road West

Belfast BT3 9ED (*all staff currently working remotely*)

Address

07834 591540

N/A

Telephone Fax number

Number

[anne.dickson@finance-ni.gov.uk](mailto:anne.dickson@finance-ni.gov.uk)

E-mail

Type of Opportunity

Business Manager

Secondment – up to three years.

**2. Details of hosting opportunity**

The Chief Executives' Forum is seeking a Business Manager to join our small, busy team based in Belfast.

The Forum is the umbrella body for chief executive officers and senior management teams of public bodies in Northern Ireland, including all NICS departments, local Councils and most of Northern Ireland’s Arm’s Length Bodies.

The Forum creates opportunities for senior leaders to explore and develop new ideas and collaborative approaches to common challenges through creating and delivering a wide-ranging programme of events and initiatives enabling members to network, share expertise and learn from best practice.

The Business Manager will play a key role shaping and delivering the Forum’s work programme, working directly with senior figures across NI’s public sector.

Description of opportunity

**Main objectives of the opportunity**

The Business Manager supports the Executive Director in managing relationships with members and stakeholders; with the development, delivery and evaluation of the Forum’s events programme and in managing the administration of the Forum including finance, staffing and governance.

Principal Duties:

* Maintaining and developing effective working relationships with CEF’s members and stakeholders;
* Researching and identifying potential events for the Forum’s programme relevant to members’ needs;
* Managing and organising programme events including briefings, seminars, webinars etc; ensuring optimum participation by members; liaising with venue and conference facilities providers; liaising with external providers and speakers; facilitating digital events;
* Overseeing the management of the Forum’s website and social media platforms in conjunction with contracted provider;
* Providing secretariat support to the Forum’s Board of Directors including: planning and co-ordinating Board and Committee meetings and an Annual General Meeting; minuting meetings and following up actions emerging; oversight of the production of an Annual Report
* Managing and monitoring the budget in conjunction with the Forum’s Accountants including production of quarterly management reports, and monitoring of the budget against projections; liaison with internal and external audit
* Managing the Forum’s contracted suppliers;
* Managing the Forum’s general administrative workflow process and the work of the Forum’s Admin Officer;
* Maintaining the Forum’s record management system;
* Contributing to the Forum’s business planning process and monitoring.

**3. Skills requirements**

What qualities, skills and experience are required from the individual

**Skills and experience:**

* Strong written and oral communication skills
* Ability to develop and maintain good working relationships with a range of partners, particularly at senior management levels
* Ability to maintain and improve services, plan ahead and prioritise work for self and staff, manage suppliers and ensuring deadlines are met whilst balancing conflicting demands
* Experience of managing and developing people
* Ability to plan and deliver events, including digital events (eg conferences, seminars, courses, webinars) with high levels of professionalism and attention to detail
* Effective management, monitoring and reporting of resources, including the ability to ensure that expenditure is kept within budget, potential efficiencies identified and accurate records are maintained
* Excellent IT skills, with experience in the following desirable: Word; Excel; financial management software; virtual meeting platforms; use of digital / social media platforms to engage audiences.

**General Requirements:**

Access to a suitable form of transport for work related travel requirements is essential.

Availability to work outside normal hours (for example breakfast briefings, evening dinners).

What qualities, skills and experience is required from the individual

**4. Personnel: Please state below**

Who will the individual report to?

Anne Dickson Executive Director

Who will be the individual’s line manager and/or reporting officer?

Anne Dickson, Executive Director

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

This is a diverse post that offers a unique opportunity to work in support of public sector leaders and alongside senior staff in external partner organisations.

Working in a small team, this role will provide opportunities to contribute in a wide range of business areas. While focussed largely on service delivery and operational management, the post also involves elements of strategic planning, resource management and communicating and networking with senior management across Northern Ireland’s Public Sector.

**Benefits to the Individual**

The individual will have the opportunity to develop their knowledge, skills and experience in a range of business areas in support of the Forum’s members and strategic partners. This will include practical “hands on” involvement in event organisation and delivery as well as controlling financial and other resources to ensure Forum programmes meet members’ needs and deliver value for money.

**Benefits to our Organisation**

The Forum will benefit from enhanced provision of business management experience and the availability of critical support to the Executive Director.

**Benefits to their Organisation**

The returning candidate will have expanded their knowledge of the full breadth of the public sector in general while experiencing the full range of duties involved in operating a small commercial organisation.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start date:** As soon as a suitable candidate has been identified and a release date has been agreed.

**Duration:**  Up to three years, reviewed annually.

**Location:** This post is usually based in Clare House, 303 Airport Road West, Belfast BT3 9ED with accommodation and access to computers, office equipment and services hosted by the Department of Finance. However, all staff are currently working remotely, using Secure Remote Access facilitated by DoF.

**Selection Arrangements:** Shortlisted candidates will be invited to interview, which is expected to take place on w/c 8 March.

**Car User:** It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

**Salary:** CEF will meet the salary costs within the range £31,760 - £34,500.

**Contact:** For further information about the post please contact Anne Dickson at CEF on 07834591540 or by email at [anne.dickson@finance-ni.gov.uk](mailto:anne.dickson@finance-ni.gov.uk).

**Closing Date:** 12 noon, Friday 26 February 2021.

**For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)

\*This opportunity is not open to NI Civil Service staff

**7. Endorsement**

**Interchange Manager**

Anne Dickson

Signed

05 February 2021

Date