



Recruitment Guide for Applicants

Business Development Manager

Completed application forms must be returned no later than:
4pm on Friday 3rd September 2021.

Application forms received after this will not be accepted.
Completed applications should be returned by email to
Stephen.walker@arcuk.org.uk

Interview dates are scheduled for 29th and 30th September 2021 and will be held at ARC NI's office in Belfast.

NB: These dates are subject to change

1 INTRODUCTION

Background to the organisation

Association for Real Change (ARC) operates in 3 countries across the UK, namely England, Northern Ireland and Scotland. We are a membership organisation supporting the learning disability community. ARC NI Northern Ireland was established in 1999.

ARC's vision is to achieve real change that puts people with a learning disability, autism, or other additional support needs at the centre of decision-making, and in the heart of their communities. We believe that achieving our vision depends on everyone working together, sharing ideas, experiences and learning from each other.

ARC NI's current strategic objectives are:

- to support and develop workforce in their practice to help individuals and organisations reach their full potential
- to connect all stakeholders within the learning disability community and beyond, to share intelligence and generate solutions to problems
- to influence policy change to improve the lives of people with a learning disability.

You will find more information on how the strategic vision is being delivered across Northern Ireland in our [Impact Report 2020/21](#).

Our office is located at Wildflower Way, Boucher Road, Belfast BT12 6TA.

Governance / Management Structure

ARC is a registered charity and a company limited by guarantee.

ARC's Board of Directors are responsible for the strategic governance of the organisation. It meets approximately 4 times per year.

The Strategic Leadership Team includes the Country Directors and the Finance Director, supported by a Governance Coordinator.

Values

We believe that people with learning disabilities:

- should be listened to, respected and treated equitably
- should be fully included in all decisions that affect them
- should be involved in the planning and delivery of support services
- can become self-advocates and lead real change in their services and communities

We believe that those who plan and deliver support for people with learning disabilities:

- should be supported in developing person-centred values and models of support
- should have access to the knowledge, experience and skills they need to continually learn, reflect and improve what they do
- should be supported to work in partnership with each other, setting aside commercial interests for the benefit of the people they support.

2 NI BUSINESS PLAN 2021-22

Our Corporate Strategic Plan (our goal and mission) sets out three objectives which inform each of our annual business plans. The three themes are as follows:

- Support & Develop
- Connect & Liaise
- Influence & Voice

In late 2019, ARC agreed to begin a review of their goal and mission but it was later decided the time was not right because of the COVID-19 pandemic. A year later and we feel better placed to begin this review by starting to have conversations.

In February 2021, research by the [Kingsfund](#), reported that following an exceptional event such as a pandemic, a recovery plan would be essential. This recovery plan should consider:

- the needs of staff working in frontline service including people's mental health and well-being
- the importance of a community describing what they need in the future
- better collaboration across a community

Within the next 12-18 months ahead, ARC NI will be both reviewing future need and delivering business as usual. Specifically in 2021-22, ARC NI is going to take the themes from the Kingsfund Research to **focus on recovery and review** what we do and how we do it. We will also find out whether, what we do makes a difference and prove we do what we say.

It is within this context of 'recovery and review' that we will focus on the following four priorities:

1. Exploring the needs of the learning disability community
2. Increasing the voice of those with lived experience in ARC NI's activities
3. Enabling the learning disability community to drive collaborative recovery
4. Future proofing our ways of working in ARC NI

The business plan for 2021-22 has been developed with a number of factors in mind. Firstly, the organisation continues to operate within, and is required to manage the impact of a pandemic.

Secondly, we need to ensure that our Corporate Strategic Plan align to a changed world, reflecting on and learning from our experiences and agreeing new ways of working, as necessary.

Finally, the capacity of the Northern Ireland team urgently needs to be addressed to ensure both successful delivery and the greatest impact.

ARC NI will:

Explore the needs of the learning disability community

By June 2021 we will have identified the strategic priorities that providers of services would like our support with, in the year ahead.

By September 2021 we will have developed an engagement strategy for people supported and parents/carers.

By January 2022 we will have reviewed the training and support needs of the learning disability community.

By March 2022 we will have gathered the views of the learning disability community to influence our future corporate plan (goal and mission).

Increase the voice of those with lived experience in ARC NI's activities

By July 2021 we will have reviewed the provider representatives in our meetings to ensure the right people are in the right room.

By September 2021 we will have reviewed and begun roll out of TILII Induction training for new staff employed in the learning disability community.

By December 2021 we will have grown the TILII TV project and secured funds to strengthen their advocacy work.

By March 2022 we will have scoped if and how parents/carers and people supported (in addition to TILII) would like to work with us.

Enable the learning disability community to drive collaborative recovery

By July 2021 we will have developed new relationships with other representative bodies to strengthen recovery for the learning disability community.

By October 2021 we will have implemented a 'Recovery Summit' conference with the learning disability community.

By March 2022 we will have informed the review of Adult Social Care Reform through our seat on the Social Care Fair Work Forum.

Future proof our ways of working in ARC NI

By June 2021 we will have reviewed all TILII activity in line with contracts.

By September 2021 we will have additional workforce in ARC NI.

By December 2021 we will have implemented a marketing plan to raise the profile of ARC NI.

By March 2022 we will have reviewed how to measure our impact.

3 JOB DESCRIPTION

Main Purpose of Role

The Business Development Manager will play a lead role in the development and diversification of ARC NI, supporting the NI Director to achieve the mission and strategic objectives of ARC.

Key Responsibilities:

Relationships

1. Develop and maintain key corporate and operational relationships within the learning disability community in Northern Ireland and beyond in the furtherance of ARC's strategic objectives.
2. Work effectively as part of a team with ARC colleagues and contribute at team meetings.

Communication

3. Develop a marketing strategy, raising the profile of ARC NI across a range of stakeholders.
4. Keep abreast of legislative and policy changes relevant to the sector.
5. Contribute to public consultations.
6. Support the development of campaign priorities as identified by the learning disability community.
7. Compile and present reports to a wide range of audiences, including to people with a learning disability.
8. Be an ambassador for the learning disability community by representing ARC at events, external groups etc. where required.

Business Development

9. Oversee the training and events function.
10. Scope and develop new business opportunities that fit within ARC's strategic objectives and meet the identified needs of the learning disability community in NI.
11. Ensure systems are in place to measure the quality and impact of ARC NI's activities.

Income Generation

12. Develop and implement a robust income generation strategy.
13. Source potential funding opportunities, including corporate sponsorship and co-ordinate and complete funding applications.

Support & Management

14. Deputise for the Director.

Working Arrangements

This role will require the post holder to be flexible and to work occasionally outside normal office hours to meet the emerging demands of the work. This post is regional and involves work throughout NI and at times in the rest of the UK.

This job description is not exhaustive and the jobholder may be required to undertake other duties, as directed by the NI Director.

4 PERSONNEL SPECIFICATION

		Criteria
Qualifications	Essential Shortlisting	<ul style="list-style-type: none"> • Minimum of a third level qualification in relevant discipline, such as Business Development; Strategic Leadership & Management
Experience	Essential Shortlisting Desirable Desirable Desirable	<ul style="list-style-type: none"> • Minimum of 3 years' experience in business/organisation development evidencing all of the following: <ul style="list-style-type: none"> ✓ managing resources, including people ✓ generating income from a variety of sources ✓ developing successful marketing strategies ✓ developing and maintaining positive relationships with a diverse range of stakeholders ✓ measuring impact • Supporting multi-agency networks/meetings • Developing campaigns • Working with people with a learning disability
Ability	Essential Essential Essential Essential	<ul style="list-style-type: none"> • Effective communication skills, both written and oral • Effective organizational skills • Proficient in Microsoft Office Professional applications • Work within the values and ethos of ARC NI
Knowledge	Desirable Desirable	<ul style="list-style-type: none"> • Policy issues relating to the learning disability community • The funding landscape / opportunities

5 TERMS & CONDITIONS

The post is offered as a two-year contract with the possibility of extension. A summary of the terms and conditions of employment are given below.

Salary: Scale 7 (£35,200 - £45,553). Starting point will depend on experience. Salary is paid on the 27th of each month.

Hours of work: 35 hours per week.

Location: The position is based within ARC NI's office, currently situated Wildflower Way, Boucher Road, Belfast BT12 6TA.

However, the post holder will be required to travel across Northern Ireland on the organisation's business.

Leave Entitlement: 25 days per annum plus 11 statutory days. The leave year runs from 1st April to 31st March.

Pension: ARC operates an auto-enrolment pension plan and offers a 5% (pensionable earnings) contribution.

Checks: References are sought from 2 sources for any individual once a provisional offer of employment is declared by ARC. Furthermore ARC's policy is to police check all employees due to the nature of our work.

Probationary Period: On commencement of employment with ARC all staff are required to complete a "probationary period", usually 6 months. Confirmation in post depends on achieving the required standard in a range of topics including performance, attendance, training etc.

Declaration: ARC is an equal opportunities employer and welcomes applications from all sections of the community.

The organisation operates a no smoking policy in all its premises. This includes all forms of e-cigarettes.

6 COMPLETING THE APPLICATION & MONITORING FORM

Criteria based selection is used as a means of ensuring that the best candidate is selected based on their ability to do the job required. This method of selection requires individuals to demonstrate their knowledge, skills or competence through completion of an application form and, if shortlisted, by attendance at a structured interview.

Criteria based selection tests applicants against a set of criteria, which have been agreed as being necessary for a specific post. The criterion details the knowledge, skills and competences that an individual will need to possess to be effective.

The 'Personnel Specification' details the criteria for the post.

Candidates can only be shortlisted where they evidence that they meet the shortlisting criteria.

There is an open text box to allow applicants to share any further information which they consider relevant in meeting the criteria for this post.

When completing your application form it is important to indicate how you meet each of these criteria by providing detailed specific examples (including dates).

Please note CV's will not be accepted.

If your disability precludes you from completing the application form please contact Stephen Walker, to discuss alternative arrangements and/or reasonable adjustments. Phone 028 9038 0962 or email Stephen.walker@arcuk.org.uk

Monitoring Form

ARC is an equal opportunities employer and undertakes to apply objective criteria to assess merit and ability. It aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of race, colour, national or ethnic origins, sex, sexual orientation or perceived sexuality, gender reassignment, marital status, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, politics, religion or belief.

To help ensure that we are meeting our obligations ARC monitors the composition of groups such as staff, volunteers and people supported on a regular basis. This monitoring helps to identify if any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society.

We are therefore asking for your help in providing us with the information we need by completing this section of the application form, the sub-sections of which are set out in alphabetical order.

ARC recognises that the information it is seeking is of a sensitive nature and gives the following assurances that it will be:

- treated in confidence and in accordance with data protection legislation
- confidentially stored with access strictly controlled
- used only for statistical analysis in relation to equal opportunities monitoring and individuals will not be identified.

The monitoring form will not be shown to the selection panel. It will be removed from the rest of the application form by the managing Administrator. All returns for this recruitment will be collated and amalgamate statistics will be stated within a summary post-recruitment report. This report will be protected, access restricted and used strictly in line with good practice procedures. Once the information has been transferred the written information contained in this section of the application will be confidentially destroyed.

Any information provided will be treated in the strictest confidence. However in the event of a complaint to a statutory body we may have to comply with a legal direction and release your application form.