**CANDIDATE INFORMATION BOOKLET**

Regional Development Manager

Ref: ANI 24-09-05

**CLOSING DATE FOR APPLICATIONS**

**12PM Friday 20th September 2024**

**JOB DESCRIPTION**

**JOB ROLE** Regional Development Manager

**LOCATION** Belfast / hybrid

**RESPONSIBLE TO** CEO

**HOURS** Part Time 16 hours per week

**TERM** Until March 2025

**SALARY** NJC Scale PO2 Pt 39 £ 14,935 (FTE £37,336)

**BENEFITS:**

* Flexible working options.
* Family friendly policies.
* 25 days annual leave plus 10 public holidays.
* Induction and on the job training.
* Regular supervision.
* Parking available at office.
* Workplace pension.
* TOIL for any additional hours worked.

**DURATION:** This post is currently funded until March 2025 with a view to extending the post depending on further funding being secured.

Adopt NI is seeking a highly skilled, resourceful and enthusiastic Regional Development Manager, to work alongside and support the CEO in service development and funding.

The Regional Development Manager will play a key role in ensuring that we build on existing relationships as well as identifying and securing new and emerging opportunities and partnerships within the remit of our services.

The primary function of the post is to contribute to the maintenance and development of post-adoption services and support services for the looked after community within Northern Ireland that will safeguard and promote the wellbeing of adopted adults, adults who have been looked-after, birth families and adoptive families, their relatives and others who support them.

We are looking for a dynamic individual who can drive growth and development and ensure that Adopt NI is recognised as a valued and successful partner organisation. The role offers opportunities for personal and professional growth and the prospect of shaping your own career trajectory within a growing charity.

You will join a dynamic and growing team of highly motivated and skilled individuals who are extremely passionate about and committed to our work and who will give the extra mile to ensure best practice and outcomes for all of our service users.

**MAIN DUTIES**

* Managing Adopt NI’s charity development activities, support CEO in overseeing established partnerships and lead on the development of new programme partnerships and funding opportunities.
* Lead on service development, providing both operational and strategic support for the CEO and the Trustee Board.
* Carry out all duties and responsibilities in a professional manner and in accordance with professional standards and statutory regulations.
* Coordinate the advertising of Adopt NI Services.
* Develop excellent working relationships with relevant stakeholders across government, public sector, community voluntary sector and, most importantly our service users.
* Together with the CEO Develop and coordinate a fundraising strategy and assist with fundraising.
* Prepare and submit tenders.
* Prepare and submit funding applications to charitable and non-charitable organisations.
* Develop a structured and accredited volunteer programme for Adopt NI.
* To be directly responsible and accountable to the CEO and Board of directors for the provision of an efficient, effective service.

**GENERAL DUTIES**

* Contribute to the promotion of Adopt NI and its services.
* Attending training and team meetings.
* Participation in regular supervision.
* Adhering to all Adopt NI policies and procedures.
* Ensuring GDPR regulations are strictly adhered to.
* Maintain confidentiality of information.
* Work with other Adopt NI staff where appropriate.
* To undertake administrative duties as required of the role.
* Any other duties in line with the job role.

Essential Eligibility Criteria:

By the closing date for applications, candidates must have:

* University level, Professional or equivalent Qualification in a relevant demonstratable area, plus 2+ years recent and paid experience, relevant to the role,

OR 5 GCSE’s grades A – C or equivalent plus 4+ years recent, paid and demonstratable experience relevant to the role.

* Evidence of continued professional development

Short-listing Criteria:

In addition to the above qualifications and experience, the following shortlisting criteria may be applied:

* Proven track record in business development.
* Previous experience working with individuals affected by adoption or separation from family or origin, associated trauma and historical institutions,

OR Lived experience of adoption or separation from family of origin through adoption or historical institutions.

* Experience of developing and implementing accredited training programmes.
* Experience of working in community or voluntary sector.

**PERSON SPECIFICATION – BEHAVIOURAL COMPETENCIES:**

**Knowledge and Values:**

* Solid understanding of the trauma associated with separation of birth mother and child, adoption, and foster care.
* Knowledge of the adoption process, search techniques and intermediary process.
* Knowledge of legislation, policy, procedures, and current issues pertaining to adults linked to both the adoption triangle and Mother and Baby Institutions, Magdalene Laundries and Workhouses, and their pathways and practices in Northern Ireland.
* Knowledge of safeguarding policy & procedures for working with vulnerable adults.
* Knowledge and understanding of the value of using a participatory approach.
* Willingness to contribute to own supervision and development.

**Skills:**

* Experience of multi-disciplinary partnership working.
* Experience of developing use of research and promoting new ideas and practices.
* Ability to work systemically with all parties linked to adoption or separation from family of origins via adoption, foster care, or historical institutions.
* Ability to develop and maintain effective working relationships with a wide range of external contacts including the public, statutory, community and voluntary sector, colleagues, and other relevant stakeholders.
* Experience of volunteer development.
* Excellent assessment and negotiation skills.
* Excellent communication skills, both verbal and written.
* Strong IT skills and competence in the use of all aspects of Microsoft office.

**Work related requirements:**

* Flexibility in hours, which may include occasional weekend or evening work and to meet the evolving nature of the post.
* Full current driving license and access to a car is essential as regional travel will be involved. Consideration will be given to alternative travel in respect of applicants with a disability who cannot hold a license.
* Working in line with Adopt NI’s values and promoting the rights of service users and user led involvement.

**ABOUT ADOPT NI**

Adopt NI is an independent registered charity established in 1989.  Our main priority is to support any adult impacted by the lifelong journey of adoption or separation from their family of origin (birth mothers, adult adoptees, adopters, and siblings).

Based in Belfast, we work on a regional basis and offer a range of confidential support and services to anyone affected by adoption or separation from family of origin.

Adopt NI’s vision, mission and values are the driving force in providing quality support and services to adults affected by adoption or separation from family of origin.

**OUR VISION**

* To change lives by empowering adults in adoption and care.

**OUR MISSION**

* Be ambassadors for adults affected in any way by adoption or care by:
  + Changing perceptions
  + Being the recognised provider of services for adults in adoption and care
  + Influencing policy makers

**OUR PURPOSE**

* To provide greater access to information and be the voice for all adults affected by adoption or care.

**OUR VALUES**

* **A**ccessible enabling and empowering adults in adoption and care
* **D**edicated to supporting adults on their emotional journey
* **O**pen integrity and honesty for our service users
* **P**ersonal non-judgemental and unique to the needs of each individual
* **T**ransparent clear communication to be accountable to all our stakeholders

**APPLICATION PROCESS AND GUIDANCE**

Please read the following carefully before completing your application form (available separately).

The application form: All sections must be completed. Applicants, please ensure that you first read the essential eligibility and shortlisting criteria along with the personnel specification and the duties on the job description.

Personal details: Please make sure that your contact details are clearly displayed.

Shortlisting: Applicants will be shortlisted against the essential and shortlisting criteria in the Role competencies section. The interview: All shortlisted applicants will be contacted by either telephone or email to offer an interview, and this will be confirmed by email.

**APPLICATION SUBMISSION**

Completed applications can be submitted via:

Posted or hand delivered to Regional Manager, Adopt NI, Ground Floor, Unit 2 Pilot’s View, 18 Heron Road, Belfast BT3 9LE.

Email to: [ciara@adoptni.org](mailto:ciara@adoptni.org)

We will not accept incomplete application forms, application forms received after the closing deadline (**Friday 20th September at 12PM)**, or reformatted application forms. We will not consider CVs sent with, or in lieu of, an application form.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.

Should you have any queries please contact Ciara Scully on 028 9045 4222

**INTERVIEW GUIDANCE FOR APPLICANTS**

Anticipated dates for **interview are 27th September 2024.**

Applicants will be asked questions relating to the job description, role competencies and person specification and application, and the panel will take notes during the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision. In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to deliver on the key elements of the post.

**FURTHER APPOINTMENTS FROM THIS APPLICATION**

Where a further position in the organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

**DISABILITY REQUIREMENTS**

If you have any special requirements that would allow you to participate more fully in the interview, please let us know when you are invited to interview.

**VETTING PROCEDURES**

All offers of employment are conditional and subject to a satisfactory Access NI and other checks. No offer of employment will be confirmed until all vetting and other checks, as required for the position, have been undertaken and are deemed satisfactory. Documents required for pre-employment checks include:

* Your passport or birth certificate.
* A document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card).
* Proof of qualifications.
* Receipt of 2 satisfactory references.

**EQUALITY AND MONITORING**

We are committed to promoting equality of opportunity and preventing any unfair discrimination in its practices, seeking to ensure that applicants or employees are not discriminated against (either directly or indirectly) regardless of sex, race, nationality, ethnic origin, marital status, age, sexuality, religious beliefs or disability. Adopt NI monitors applications for employment. All information will be confidential and separated from your application on receipt, it will not be made available to the panel at any stage during the process.

**PRIVACY STATEMENT**

At Adopt NI, we are committed to respecting and protecting your information. This notice will explain how we collect your personal data relating to job applicants as part of our recruitment process, including its use, storage, transfer and security.

Data may be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other methods of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you. Personal Data is kept in personnel files or within our IT systems.

**YOUR PERSONAL DATA**

Personal data is information that identifies you. The [General Data Protection Regulations](https://ico.org.uk/for-organisations/) (GDPR) governs how we process your personal data and gives subjects a range of rights.

**PROCESSING PERSONAL DATA**

We will process your data when deciding about your recruitment or appointment, including:

* AccessNI checks.
* Determining the terms on which you work for us.
* Checking you are legally entitled to work in the UK.
* To prevent and detect fraud.
* Equality and diversity monitoring.

**SHARING YOUR PERSONAL DADA**

Your personal data will be treated as strictly confidential and will be shared only within Adopt NI in order to deal with your application. If we wish to share your data with anyone else, we will first advise you and obtain your consent before doing so.

**HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?**

We will retain your personal data only for as long as necessary to fulfil the purposes we collected it for.

**NEW PURPOSES FOR PROCESSING**

If we wish to use your personal data for a new purpose not covered by this Privacy Notice, we will provide you with a new notice explaining this new use prior to commencing the processing, setting out the relevant purposes and processing conditions. If necessary, we will seek your prior consent to the new processing.

**YOUR RIGHTS**

You have the following rights with respect to your personal data:

* to obtain confirmation that your data is being processed, and access to the personal data which we hold about you
* to request that we correct any personal data found to be inaccurate or incomplete
* where there is a dispute about the accuracy or processing of your personal data, to request a restriction is placed on further processing
* to request your personal data is erased where it is no longer necessary for us to retain it
* if your consent is being relied upon, to withdraw your consent to the processing at any time
* to request that we provide you with your personal data; and
* in some circumstances, and where possible, to transmit that data directly to another data controller.

**DATA PROTECTION**

We are registered with the Information Commissioner’s Office as a data controller (Registration number 25830438).  A Data Controller can decide how the personal data we hold about you is processed, and for what purposes.

If you would like further information about any aspect of our Data Protection procedures, you can contact:

Regional Manager

Adopt NI

Ground Floor, Unit 2

18 Heron Road

Belfast

BT3 9LE

|  |  |
| --- | --- |
| Telephone | 028 9045 4222 |
| Email | ciara@adoptni.org |

Further information about data protection regulations in available from the Information Commissioner’s Office (ICO).

The Information Commissioner’s Office – Northern Ireland

3rd Floor

14 Cromac Place

Belfast

BT7 2JB

|  |  |
| --- | --- |
| Telephone | 028 9027 8757 or 0303 123 11 |
| Email | [ni@ico.org.uk](mailto:ni@ico.org.uk) |

**We look forward to hearing from you and wish you all the best in your application and the process ahead.**