

# Children in Northern Ireland



**Chief Executive Officer**  
*Candidate Information Booklet*

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# Introduction

Thank you for your interest in the leadership of Children in Northern Ireland.

At CiNI, we are incredibly proud of supporting the passionate and dedicated individuals who work tirelessly to make a lasting difference for children and young people across the children's sector in Northern Ireland. Our team's commitment to fairness, equality, and social justice is at the heart of everything we do, and it has been instrumental in guiding our organization through both challenging and transformative times.

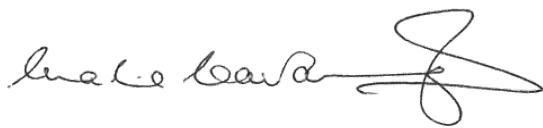
Through the efforts of our staff, members, partners, and supporters, CiNI has continued to influence policy, design innovative solutions and deliver services that directly improve the lives of children and families. From capacity building and advocacy to on-the-ground projects like the Gets Active Project and Parentline, our impact is both deep and wide-ranging.

The recent challenges faced by our sector have only strengthened our resolve and agility as an organization. We have embraced these opportunities to innovate, adapt, and strengthen our influence in the sector—always with the needs of children and families at the forefront of our mission.

This recruitment pack will give you a snapshot of our work, and I encourage you to explore more about CiNI through our website [www.ci-ni.org.uk](http://www.ci-ni.org.uk).

We are seeking a visionary leader who is passionate about improving outcomes for children and young people. If you have the ability to inspire change, to lead a dynamic organisation, to work collaboratively with our stakeholders, and to motivate a talented and committed team, we would love to hear from you!

Warm regards,



**Marie Cavanagh**

*Chairperson, CiNI*

# Who we are

Children in Northern Ireland (CiNI) is the regional umbrella organisation for the children's sector in Northern Ireland.

**Our vision is to make Northern Ireland a society where all children are valued, treated fairly and are able to flourish. To deliver on the vision, CiNI has three strategic priorities.**



- INFLUENCING:** *Lobbying to ensure children are at the centre of decision making.*
- LEARNING:** *Capacity building across the sector and innovating best practice.*
- COLLABORATION:** *Working with others to increase impact.*

## **CiNI's FIVE CORE VALUES UNDERPIN OUR APPROACH AND HOW WE CONDUCT RELATIONSHIPS INTERNALLY AND EXTERNALLY.**

- Fairness for children:** Advocacy, Inclusive, Challenging Inequality and Facilitating Participation.
- Enabling:** Signposting, Capacity Building, Partnering and Support
- Representative:** Regional, Objective, Articulate and Vocal.
- Authoritative:** Competent, Professional, Researched, Evidence Informed.
- Relevant:** Strategic, Connected, Contemporary and Considered.

# What we do

## Learning & Development

We build capacity in the children's sector by delivering around 200 training workshops every year on a wide variety of topics such as Child Protection, Mental Health First Aid, Trauma Informed Practice, School Based Anxiety to name a few.



## Policy

CiNI convene the Children's Policy Forum, a space for members to identify shared strategic priorities when influencing government and advocating for children's rights. We are also the secretariat to the All Party-Group on Children and Young People, maintaining regular communication and strengthening relationships with Ministers and Members of the NI Assembly (MLAs) from all political parties. CiNI regularly responds to public consultations and engages with officials from a wide range of government departments and statutory agencies in order to improve services and support for children, young people and families.



## Holiday Hunger

CiNI deliver the Gets Active Project – a range of holiday food and activity programmes targeted at children and young people at risk of food insecurity. We also work alongside local partners in the community to facilitate a Youth Advisory Group that discuss young people's lived experience and key policy recommendations for government.

## Locality Planning

We coordinate 6 Locality Planning Groups in the Southern Trust area. Each Locality Planning Group reports to the Southern Outcomes Group by sharing information, knowledge base and expertise about the local area and identifying opportunities to improve outcomes for children and young people by working better together.

## Parentline

We provide a free regional parenting helpline called Parentline, providing advice support and guidance to parents and carers on any parenting issue.

## Parent Participation

We deliver the Parent Participation project which aims to capture the voices and perspectives of parents in order to influence the activities of the Children and Young People's Strategic Partnership (CYPSP).

## Disability Forum

CiNI facilitate a Parents' Forum for Children with Disabilities to discuss the needs of families, identify gaps in support, and develop recommendations for change. The Parents' Forum helps facilitate direct communication between parents/carers and government in NI, by reflecting on their lived experience and gathering evidence around the main challenges they face.



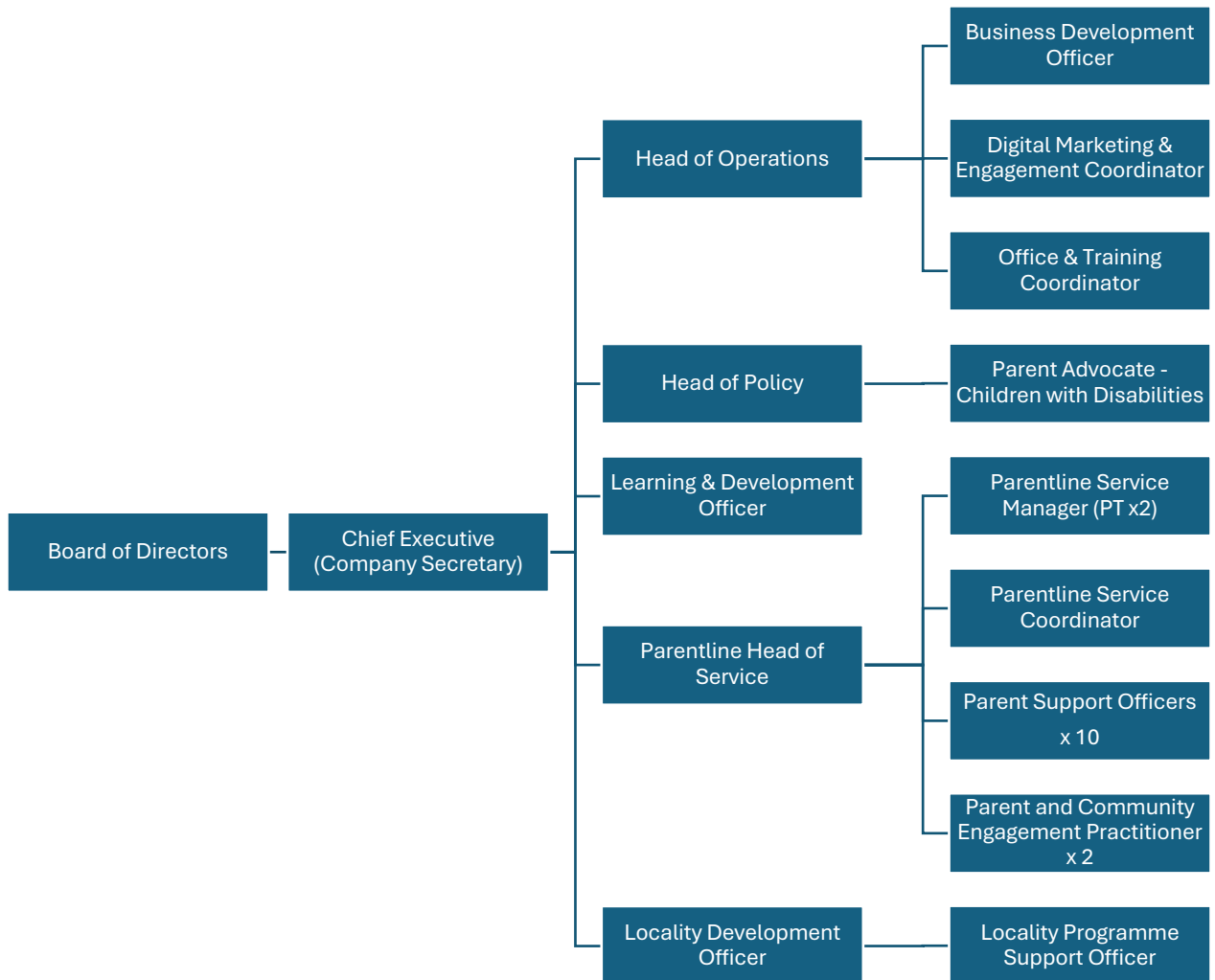
# Finances

CiNI is a registered charity and generates funds from a range of income streams, including contracts and grants issued by government departments, trusts and foundations, corporate partnerships, membership fees and training delivery, among others.

We recently recruited a part time Business Development Officer to increase our efforts to build a diversified pipeline of income to fund our strategic objectives. We have a policy of maintaining a reserves level sufficient to fund a minimum of 6 months of running costs.

CiNI's annual income is around £1 million and we currently employ 24 members of staff. A full version of our annual accounts can be viewed on the Companies House website.

# Our People





# Job Description

JOB TITLE:	Chief Executive
RESPONSIBLE TO:	Board of Directors (through the Chairperson)
HOURS:	Full Time (35 hours/week) Flexibility regarding working hours will be required to meet the requirements of the post
SALARY:	NJC PO10: PTS 51 – 54. Currently £61,858 - £65,344
LOCATION:	Unit 9, 40 Montgomery Road, Belfast, BT6 9HL
BENEFITS:	<p><b>Annual Leave:</b> 25 days (which increases to 30 days after 5 years service) plus 12 statutory days.</p> <p><b>Pension:</b> Employer Pension contribution of 6% Gross Salary.</p> <p><b>Flexible Working:</b> Given the leadership requirements of this post, the post is predominantly office-based but with flexibility for agile working at home in line with business need.</p> <p><b>Family Friendly:</b> CiNI are committed to fostering a family-friendly workplace that supports the diverse needs of our employees. We understand the importance of work-life balance and offer a range of policies designed to promote flexibility and wellbeing.</p> <p><b>Other benefits:</b></p> <ul style="list-style-type: none"><li>• <i>Professional learning and development opportunities</i></li><li>• <i>Childcare Vouchers</i></li><li>• <i>Occupational Maternity and Paternity Pay</i></li></ul>

## Purpose of the Post

The Chief Executive provides leadership to the organisation and has overall responsibility for delivering the charity's strategic direction, performance and outcomes. The Chief Executive is accountable to the Board of Directors and is responsible for the efficiency and effectiveness of the organisation and supports the vision and strategy agreed by the Board.

The Chief Executive will ensure effective governance of the charity, building strong and productive working relationships with members and partners to support our leadership and long-term sustainability in the sector.

## KEY RESPONSIBILITIES

### *STRATEGY:*

1. To support the Board by leading CiNI to develop and deliver its organisational vision, strategic and operational plans and outcomes
2. To develop and enhance effective working relationships with members, external partners and stakeholders to support the achievement of CiNI's vision, strategy and outcomes
3. To develop, implement and review policies, practices, projects and services in agreement with the Board within the framework of a balanced budget
4. To draft a 3 – 5 year strategic plan and annual business plans for approval with the Board
5. To produce Annual Reports and Annual Accounts for the approval of the Board and hold an AGM with members
6. To monitor and analyse the environment in which CiNI works, identifying strategic opportunities to meet need, enhance our network of strategic partnerships to achieve our goals and effectively manage challenges.
7. To lead and support strategic and operational change

### *GOVERNANCE:*

1. To ensure with the Board that the organisation fulfils its legal, statutory and regulatory responsibilities, managing the annual cycle of monitoring and reporting of regulatory compliance
2. To provide evidence of best practice, processes and outcomes that shows CiNI's resources are being expended efficiently and effectively
3. To hold and update and a risk register, maintaining awareness of and managing risks that may affect the organisation
4. To liaise closely with line managers to ensure the effective management and supervision of all staff to ensure compliance at all levels

5. To be responsible for safeguarding and ensure that the necessary policies, procedures, practices and training are in place , implemented and monitored
6. To provide quarterly management reports to the Board , seeking any contingency measures identified as being required
7. To continuously review and evaluate the effectiveness of organisational structures and recruitment strategy.

### *ORGANISATIONAL LEADERSHIP:*

1. To provide inspirational leadership and strategic guidance to staff and management
2. To be responsible for the continued development and implementation of CiNI's vision and strategic plan
3. To work with the staff team in developing CiNI's operational plans and budgets to ensure compliance with relevant laws and regulations
4. To take responsibility for identifying and developing significant additional sources of funding to support the work, development and sustainability of the organisation
5. To explore options for further development of services and keep the Board informed of all proposed service development
6. To actively promote the capture of learning from service delivery to ensure continuous improvements
7. To problem solve management issues through evidence based analysis, clarity of action and stakeholder buy in
8. To establish mechanisms for listening to the views of staff, members, stakeholders and beneficiaries on the charity's performance to contribute to continuous improvement

### *FINANCIAL:*

1. To support the implementation and promotion of effective governance and ensure effective financial management so that the financial position of the organisation is robust
2. To oversee the monitoring and reporting to funding providers as per the terms of the relevant funding agreements.
3. To oversee the monitoring and controlling of budgets to ensure the organisation operates within available finances
4. To oversee the preparation of an Annual Report and a set of accounts for Board consideration and approval
5. To work closely with Head of Operations to evaluate the long-term funding requirements of the organisation
6. To present previously identified suitable funding opportunities, supported by appropriate Business Plans, to the Board for approval
7. To work to secure funds to meet CiNI's needs and commitments and identify appropriate developments that generate additional sources of funding
8. To cultivate a portfolio of opportunities, consistent with the organisation's strategic purposes, to generate income from diverse range of sources which builds the sustainability of the organisation

9. To propose an effective plan for the generation of unrestricted funds for Board approval

### *PEOPLE MANAGEMENT:*

1. To nurture an inclusive, values driven, supportive organisational culture of shared learning and cooperation, of commitment to improvement and high performance, and to the ongoing professional development of all staff
2. To ensure that the organisation's vision, mission and values are widely embedded within the organisation
3. To maintain an accountable line management structure and lead the ongoing development and implementation of systems, policies and procedures to support efficient functioning of the organisation
4. To lead the CiNI team, ensuring the staff team is empowered and developed to fulfil their individual roles
5. To identify and analyse the main challenges in managing CiNI, solutions to deal with these problems effectively and efficiently and keep the Board informed of progress
6. To develop plans with the staff team which address current and future resourcing needs
7. To encourage and promote areas of innovation and continuous improvement within the staff team

### *RELATIONSHIPS:*

1. To work closely with the Chair and the Board to build a strong and effective working relationship
2. To develop and maintain positive working relationships with other organisations and local communities, and liaise with and maintain effective links with statutory, voluntary and professional bodies and other stakeholders
3. To represent the organisation at the highest possible level with government departments, ALBs and political representatives, and work with the Head of policy to develop and implement an influencing strategy
4. To attend meetings of the Board and the Annual General Meeting
5. To effectively represent and promote the organisation and its interests, protecting the reputation of the organisation
6. To develop and maintain new and existing relationships with funders, statutory and voluntary agencies, professional bodies and other stakeholders as appropriate to ensure their ongoing support and commitment to CiNI

# Person Specification

## Essential Criteria

- Hold a third level professional qualification
- A minimum of 3 years senior management experience reporting to Chief Executive/Board
- 3 years experience of managing significant budgets and resources and reporting on them
- Significant experience of working with in the Children & Young People's sector
- A wide knowledge of business practice, employment, training and recruitment of staff
- Excellent communication skills, drive and enthusiasm
- Excellent interpersonal skills coupled with the ability to build and sustain strong relationships with key stakeholders
- Ability to demonstrate strong and inspirational leadership, guiding and developing employees to achieve best practice
- Ability to lead change, think strategically and have a commitment to ongoing professional development and training
- Proficient in the use of IT software, to include Microsoft Office applications
- Available to work flexibly
- Have a knowledge of the services provided by CiNI and of the issues affecting the Children's Voluntary sector in NI

## Desirable Criteria

- Hold a post graduate qualification
- 5 years senior management experience reporting to Chief Executive/Board

## Key Attributes

- Excellent strategic leadership and interpersonal skills and an ability to interact and influence at all levels of the organization
- Empowering style of leadership that combines charisma with a practical and pragmatic approach that gains respect from others
- Ambition, energy, drive and resilience to deliver results within prescribed timescales
- Commitment to service excellence, business integrity and stakeholder engagement

- Strategic and innovative thinker with excellent organisational , analytical and problem solving skills
- Personal conduct, integrity and credibility that commands the confidence and respect of Board members, management , staff, business partners and the communities within which CiNI operates
- Commitment to the organisation's vision, mission and values
- An inspirational and motivational team leader who champions employee engagement and development

# How to apply

Please complete both the Application Form and Equal Opportunities Monitoring Form and return via email to [roger@ci-ni.org.uk](mailto:roger@ci-ni.org.uk).

The closing date for applications is 4pm on Thursday the 21st of November 2024. Please note CVs will not be accepted. The application submission must include the equal opportunities monitoring form.

Only information contained in the application form will be taken into account in the shortlisted process, so please ensure that you include all relevant information and provide relevant examples where appropriate including relevant dates. We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided. **Applications received after the deadline will not be considered.**

*If you have any questions regarding the application process please contact Roger Gowdy via email at [roger@ci-ni.org.uk](mailto:roger@ci-ni.org.uk) or by phone on 02890 401290*

## **Selection and Assessment Process**

It is envisaged that short-listing for this post will take place w/c 25<sup>th</sup> November 2024. Candidates who meet the shortlisting criteria will be invited to participate in an interview process.

Interviews are planned to take place w/c 2<sup>nd</sup> December 2024 and w/c 9<sup>th</sup> December 2024.

In the event that a candidate is invited to interview and is unavailable on the proposed date and time due to reasons beyond their control the panel may try to accommodate an alternative arrangement subject to their own availability, although this is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

Successful candidates will be required to undergo a relevant Access NI Vetting check prior to any formal job offer being made. Please note that having a criminal record will not necessarily be a bar to obtaining employment with CiNI.

CiNI reserves the right to enhance the essential criteria for the post in the event that a high volume of applications are received.