

# North City Business Centre is seeking to recruit a Chief Executive Officer

## Permanent, Full time Position

**Salary:** £60,000 - £70,000 subject to experience, plus benefits

**Location:** North City Business Centre, Belfast

**We are seeking a dynamic professional to join our team in driving forward economic regeneration and sustainable growth directly within the business.**

### **About North City Business Centre**

North City Business Centre (NCBC) is the Local Enterprise Agency for North Belfast, and a social economy, being a Company Limited by Guarantee and a registered charity. Located at Duncairn Gardens in North Belfast, it is a key agency leading the social and economic regeneration in the locality. It has an ambitious property development programme, providing commercial and industrial space to over 40 businesses in North Belfast and delivers a range of start-up enterprise programmes to encourage self-employment and entrepreneurship in the local community.

### **About the Role**

The Chief Executive is responsible for providing overall leadership and management to the organisation ensuring that the principles, values and policies as set down by the Board are observed.

Working within a Scheme of Delegation set down by the Board, they will implement an overall strategy for NCBC and to take responsibility for ensuring its operational delivery.

The Chief Executive will be expected to maximise income generation opportunities to ensure NCBC's continued financial viability, supporting and engaging with tenants and stakeholders in the community to sustain existing and further the on-going evolution of new enterprises, while meeting the wider needs of the North Belfast community.

The Chief Executive will lead the development and delivery of a new capital build programme at NCBC and as a place for people in North Belfast to grow ideas, businesses and networks through workspace and events.

### Essential Criteria for the role:

1. A minimum of a degree level of qualification OR at least 3 years' proven relevant experience gained within the last 5 years.
2. At least 3 years' proven relevant experience gained within the last 5 years working at senior management level including substantive experience of direct line management and of other resources within any sector. Senior management is defined as reporting to a Chief Executive/Director, Board of Directors or equivalent in any sector.
3. Sound financial / budget management experience including financial modelling.
4. Experience of developing, delivering and managing strategic/business plans.

5. Excellent I.T. skills, including spreadsheets, databases, social media and the use and application of digital resources.
6. A valid driving licence and the use of a car or as otherwise to enable the postholder to fulfil the mobility / travel requirements of the role.

Candidates must have a commitment to equality of opportunity and a willingness to work unsociable hours at times and to attend occasional evening meetings. **You are also advised that appointment to the post is subject to a satisfactory ACCESS NI Basic Disclosure Check.**

For further information on the Criteria and Job Description, please refer to the Candidate Information Pack.

### **How to Apply**

For further information and details on how to apply, please refer to the Candidate Information Pack.

Please note that Allen People Solutions has been appointed by NCBC to manage this recruitment competition on its behalf.

Therefore, should any candidates require reasonable adjustments for any aspect of the selection procedure, including assistance completing their application form because of a disability, or who require the Candidate Information Pack and Application form in an alternate format, please contact Allen People Solutions via email on [applications@allenpeoplesolutions.co.uk](mailto:applications@allenpeoplesolutions.co.uk)

**Completed Application Forms must be returned by no later than Wednesday 23<sup>rd</sup> October 2024 at 12.00 noon** to: [applications@allenpeoplesolutions.co.uk](mailto:applications@allenpeoplesolutions.co.uk).

or by post to:

**Allen People Solutions Ltd  
1b Ladas Drive  
Belfast  
BT6 0LJ**

CVs will not be accepted.

**Key timetable is as follows:**

<b>Activity</b>	<b>Date</b>
<b>Advert close date</b>	<b>Wednesday 23<sup>rd</sup> October 2024 at 12.00 noon</b>
<b>Panel Shortlisting</b>	<b>Monday 28<sup>th</sup> October 2024</b>
<b>Interviews</b>	<b>Tuesday 5<sup>th</sup> November 2024</b>
<b>2<sup>nd</sup> Interview (if required)</b>	<b>Friday 8<sup>th</sup> November 2024</b>

***NCBC is committed to diversity and equality of opportunity and welcomes applications from all sections of the community***