

CO3

Chief Officers 3rd Sector

Recruitment Analyst Information Pack



Contents

Introduction	3
Who we are	4
What we do	5
How we're organised	6
Strategy.....	7
Financials	8
Meet the Team.....	9
Job Description	10
Person Specification.....	13
How to apply	14
Timeline	15

Introduction

Dear Candidate

Thanks very much for your interest in the newly created role of Recruitment Analyst at CO3.

CO3 is made up of the charity Chief Officers 3rd Sector and CO3 Enterprises, its trading subsidiary best known for its recruitment brand, **Engage Executive Talent**. That brand was launched in September 2019 and has rapidly become the number one provider of executive recruitment services to the non-profit sector in Northern Ireland.

Although it is driven by its ethics, it competes on quality with mainstream recruitment services providers. It is at the start of a period of growth that is hoped will bring high quality analysis, search and selection services to a wider range of charities and social enterprises in Northern Ireland to match the vision, mission and values of the CO3 Group – to develop influential leaders who will deliver the most impact to our society.

That mission has attracted support from The National Lottery Community Fund who administer the Dormant Accounts fund, and we are delighted to acknowledge their support over the next three

years in helping fund this important new role.

For nearly four decades, CO3 has shown constancy in its support for third sector leaders as they navigate the ever-changing and challenging funding and labour market challenges. We are looking for some-one who will model that constancy at an individual level. You can find out more elsewhere in this document about the skills and experiences we are looking for, but it's your attitude and commitment to those we serve that will be the most important attributes of the role.

If, like CO3, you have a business heart but a social head, and you want to develop into a role that offers a sense of purpose in addition to a feeling of real job satisfaction, then we would love to hear from you!

Patrick Minne

Director

ENGAGE
EXECUTIVE TALENT

Who we are

CO3 Enterprises Ltd (CO3E) is a wholly owned subsidiary of the charity CO3. CO3 is short for Chief Officers 3rd Sector. The charity has been running since the mid-1980s as the membership organisation for Northern Ireland's charity leaders – whether they are Chief Executives or Board Members. Its membership also includes associates who are members of senior management teams who aspire to chief officer roles, and a range of for profit and non-profit organisations who provide value-added services to its members.

CO3 is best known for its leadership and management development programmes and peer to peer networking opportunities. In recent years the charity had been increasingly tasked by its members to undertake a range of consultancy activities for them on a fee-paying basis. In order to remain compliant with HMRC regulations, it was necessary to deliver these through a new spin-out company. CO3 Enterprises was incorporated in 2018 to deliver these services in a way that would remain true to CO3's mission to help ensure Northern Ireland's non-profits have the best leadership that they can.

ENGAGE EXECUTIVE TALENT

The biggest element of CO3 Enterprise's work is in the area of charity executive and board recruitment, and related research and

consultancy services. It provides these specific services under the business name 'Engage Executive Talent'.

Since Engage Executive Talent was launched in September 2019, it has become Northern Ireland's leading provider of senior management search and selection services to the third sector.



What we do

Board Recruitment

Engage helps clients identify and recruit volunteer board members to charities and social enterprises as part of its mission to help the third sector have the best board-level leadership it can have. This is a candidate search offer which connects willing candidates from across all sectors to volunteer board vacancies. A standard rate is charged for ordinary board members, and a premium rate charged for honorary positions.



is

Candidate Services

Engage already provides interview preparation services to potential candidates. It is really useful in particular to candidates seeking to fill positions in the third sector, but who are more familiar with the private and public sector environments. We are the victim of our own success in some respects, because candidates are often looking for help to apply for positions that other parts of our business are helping our organisational clients recruit for – so we can avoid a conflict of interest. Our business plan anticipates that other candidate-facing services may become viable in due course. (These might include CV preparation for instance).

Interim and Trusted Consultants Service

With CO3, we offer an intensive two-day training course and assessment for people who would like to work as Interim Executives or consultants for the non profit clients who use our services. Interim Executives work two to three days a week to fill a leadership post at Chief Officer or senior management level that might be temporarily vacant for any one of a number of reasons eg maternity leave. The panel of consultants who qualify through CO3's training to join the Interim Executive Panel is the same panel as the Trusted Consultants Panel. They are marketed as two different offers to recognise the need in the market for time-bound, piece-work consultancy needed by clients who want to ensure the people they hire understand their sector properly.



Permanent Executive Recruitment

This is Engage's mainstay offer. We will continue to develop the Permanent Executive Recruitment offer to appeal to a wider range of clients than has been the case to 2022. The extra capacity afforded by a new recruitment analyst will allow for an offer to be adapted to suit smaller charities with smaller budgets, currently priced out of our offer, as well as to the cadre of bigger charities represented by the larger clients we have serviced in the latter of half of 2022.



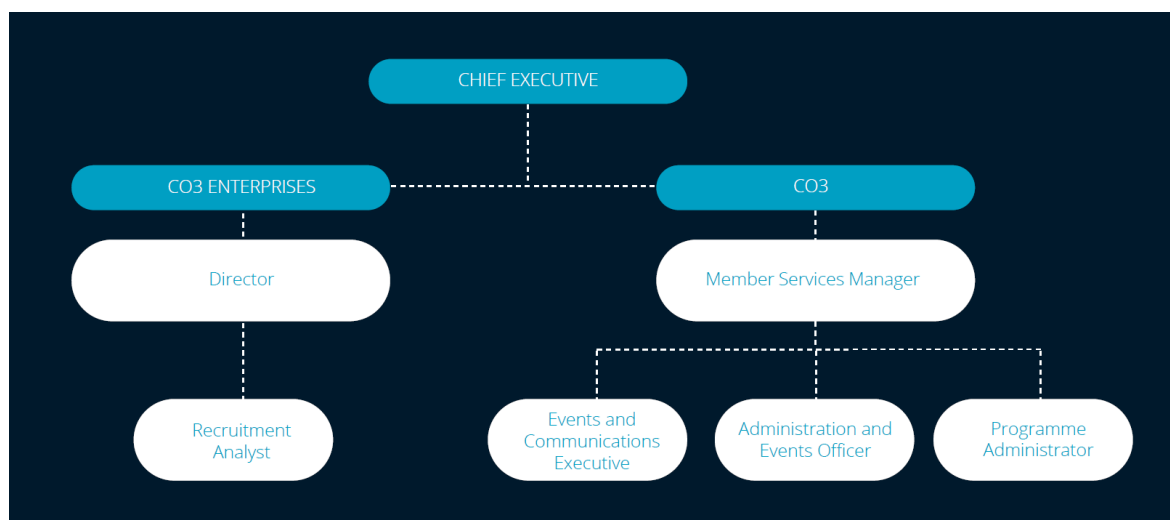
Recruitment Consultancy

Recruitment consultancy already takes the form of benchmarking services – for salaries, terms and conditions and in-sector comparison – for charities seeking to regularise their SMT and Chief Officer remuneration. Further avenues for development in the future will be the provision of these services below SMT level, and wider range of recruitment analysis services.



How we're organised

CO3 (the charity) and CO3 Enterprises (the subsidiary) each have their own Board of Directors.



Strategy

CO3 Group including CO3 Enterprises is guided by a common Mission, Vision and set of Values .

VISION

A fair connected society with a vibrant, valued third sector led by influential leaders, delivering outstanding impact.

MISSION

Developing inspirational, innovative, and highly skilled third sector leaders.

VALUES



Courage

We are ambitious for our members and the sector at large. We will speak truth to power, providing an independent voice and a range of services to respond to our members' needs.



Empowering Leadership

Leading a third sector organisation requires the highest level of dynamic, innovative, skilled and influential leaders. Everyone in an organisation has a leadership role to play and can make an impact. The best leaders are those that build leadership capabilities in others. We will show empowering leadership and help build this kind of leadership throughout the sector.



Unity

Social problems are not resolved by third sector organisations acting on their own but by collaborating with other organisations and sectors. Third sector leaders are also more effective and resilient when they collaborate and provide mutual support. We will optimise opportunities for mutual support, collaboration and the sharing of skills and knowledge.



Quality

As the beneficiaries of third sector organisations have the right to expect excellent services to meet their needs, those involved in third sector leadership should expect to receive services of the highest quality that meet their needs. We will be member-led, regularly assess the needs and satisfaction of members and ensure that all CO3 services are responsive and of the highest quality.



Social Justice

Everyone has the right to be valued equally, treated fairly and be included in society. We acknowledge the need to explore, expand and learn about diversity. We will celebrate and harness the value of difference, and work to identify and positively influence change in removing barriers to accessibility and inclusion.



Integrity

Trust depends on consistently acting honestly, independently, transparently and in good faith. We are committed to demonstrating integrity, living out our values and ideals and doing what we say we will.

Financials

You can see below the income and expenditure to March 2022 for the CO3 charity, including the contribution from CO3E of £35,961 to its income, listed as 'Charitable Donation'.

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	3	35,961	-	35,961	79,135	-	79,135
Charitable activities	4	182,852	115,827	298,679	210,185	87,453	297,638
Investments	5	79	-	79	107	-	107
Total income		218,892	115,827	334,719	289,427	87,453	376,880
Expenditure on:							
Charitable activities	6	182,806	105,164	287,970	202,076	35,258	237,334
Net incoming resources before transfers		36,086	10,663	46,749	87,351	52,195	139,546
Gross transfers between funds		1,725	(1,725)	-	-	-	-
Net income for the year/ Net movement in funds		37,811	8,938	46,749	87,351	52,195	139,546
Fund balances at 1 April 2021		195,389	52,195	247,584	108,038	-	108,038
Fund balances at 31 March 2022		233,200	61,133	294,333	195,389	52,195	247,584

CO3E files its own accounts too, and here's its Income and Expenditure report from the same period that shows where its contribution to CO3 comes from.

	2022 £	2021 £
TURNOVER		
Recruitment Services Income	113,465	110,218
VAT FRS Benefit	8,664	-
	122,129	110,218
COST OF SALES		
Wages and salaries	58,695	59,151
	(58,695)	(59,151)
GROSS SURPLUS	63,434	51,067
Administrative Expenses		
Staff expenses	173	71
Rent and Rates	12,000	9,000
Light and heat	600	600
Computer and IT consumables	-	842
Advertising and marketing costs	1,012	-
Training seminars and workshops	557	1,050
IT and Website costs	1,893	-
Professional fees	10,411	-
Dues and Subscriptions	660	137
Bank charges	167	160
Charitable donations	35,961	39,207
	(63,434)	(51,067)
OPERATING SURPLUS AND SURPLUS FOR THE FINANCIAL YEAR	-	-

Meet the Team

CO3 Enterprises Board



Jacinta Linden Chair

Jacinta is Chief Executive of the very successful Bolster Community charity and social enterprise in Newry, and has a strong track record in leadership including in the recruitment sector.



Andy Hill

Andy is MD of Doqoo digital and a real thought-leader in Northern Ireland and beyond when it comes to social media marketing.



Fiona McCabe

Fiona heads up Positive Futures, the charity that helps people with learning disabilities, acquired brain injury and autism – the latest in an impressive list of leadership positions in NI's third sector.



Nancy McMullan

Head of Business Development and Marketing at Arthur Boyd accountants, Nancy shares her extensive experience in business promotion with CO3 Enterprises.



Karl Webb

Karl is Employer Engagement Consultant with Queen's University Belfast. He has an extensive, senior experience in Northern Ireland's executive recruitment sector.

CO3E's Exec Leadership Team



Valerie McConville CO3 Group CEO

Valerie has a track record of managing directorships in print, digital and broadcast media and before leading CO3 was Head of Business Development at the Northern Ireland Chamber of Commerce and Industry. Apart from her leadership skills, she brings a really strong network of contacts to bear on the work of CO3 Enterprises.



Patrick Minne CO3E Director

Patrick has worked as a chief executive, senior manager and trustee in Northern Ireland's third sector since 2007, establishing a strong network of contacts who are as passionate as he is himself about the sector's ability to change society for the better. He particularly enjoys identifying organisations and individuals who, like him, combine a 'social heart with a business head'.

Job Description

Job Title:	Recruitment Analyst
Line managed by:	CO3E Director
Hours per week:	37.5
Salary:	£35,442 starting salary plus 8% employer pension contribution
Status:	Permanent with 6 month probation period
Place of work:	Belfast with some homeworking and travel
Holidays:	25 days plus statutory holidays

Job Purpose

CO3 is a charity leaders' organisation that provides a range of leadership development and peer to peer networking services to its members. Engage Executive Talent is a business name of CO3 Enterprises and is owned by the charity. All of its profits go to fund the charity's activities.

Engage's Recruitment Analyst plays a key role in helping shape the services it provides to add value to Northern Ireland's non profit sector. They provide research to help inform how services should be designed and delivered, and they play a crucial role in the delivery of those services to the quality required to compete successfully with its mainstream competitors.

The role involves representing the organisation to its clients, designing and delivering high quality printed and web-based content, as well as organising and participating in the search and selection processes conducted by the organisation on behalf of its clients.

Communications

- Draft and publish social media messages promoting client board and executive vacancies
- Draft and publish vacancy content on internal and external online and print media channels
- Compile vacancy Information Packs
- Content Manage company website for the promotion of Engage and CO3E services its vacancies, and industry blogs
- Attend and report progress or issues into periodic CO3 Group team meetings, and occasionally facilitate them

Client Services

- Brief candidates with information on vacancies at face to face, video and audio meetings

- Respond to requests from prospective candidates for application packs and job-specific information
- Confirm receipt of job applications to candidates
- Diarise and confirm interview times with clients' interview panels and candidates
- Promote vacancies to selected passive candidates with assistance of Information Packs
- Sit on some interview panels as a selector, and on others as an observer to ensure client compliance
- Sift written application forms and submissions for assessment against essential and desirable criteria
- Print and collate Interview Panelists' CV and Scoresheet packs
- Respond to Interim Executive and Trusted Consultant panels client requests, ensuring Client Agreements are signed; client requirements forms are completed and circulated, and registers of interest are notified to the client
- Conduct application and interview feedback meetings with unsuccessful candidates
- Prepare for and sit on mock internal interview panels for clients of the Interview Preparation Service

Operations

- Research and maintain the organisation's database of interview questions and guide answers, and compile new ones when appropriate
- Research and maintain the organisation's database of prospective candidates
- Update and maintain the 'Job Sheet' with progress on each client commission
- Event-manage quarterly Interim Executive Panel/Trusted Consultant Panel meetings
- Ensure clients are invoiced on completion of a commission and monitor payment
- Circulate and chase responses to Job Benchmarking and other member-consultation questionnaires
- Devise 'Assessment Centre' tests in response to client needs
- Lead and observe interviews and assessment centre tasks
- Documenting policies and procedures and keeping them up to date
- Contribute to CO3 Group's Performance and Development Appraisal system, attending periodic appraisal sessions and agreeing and delivering against Key Performance Indicators
- Keep their own personal development up to date by attending appropriate internal and external training

Research and Analysis

- Devise questionnaires for research exercises on Job Benchmarking and other services requiring user-led data provision, using research to identify appropriate respondees to target
- Compile qualitative narrative content based on quantitative research for Job Benchmarking and other user consultation reports
- Compile statutory Equal Opportunities returns documentation for recruitment commissions
- Conduct desk-based research of CO3 membership, LinkedIn and other online channels to prospective candidates or referrers for each role
- Commission and distribute psychometric tests
- Conduct the research required to draft Job Descriptions and Person Specifications for specific roles to be reviewed with clients
- Compile service performance management stats for the organisation's services for internal use

Business Development

- Contribute to the pitching of Engage and CO3E services and draft proposals to prospective clients
- Represent Engage and CO3E at industry events for business development networking purposes and awareness raising
- Contributing to the research and drafting associated with prospective client tender responses

General Duties

CO3E and Engage is a small and agile organisation whose workload can flex up or down. This means all staff in the CO3 Group can expect to occasionally undertake work which may not be specifically covered in their job description, and sometimes outside of the 9-5 norm.



Person Specification

Essential	Third level degree or three years' relevant professional experience
	Experience in undertaking and compiling quantitative and qualitative policy or market research
	Experience interpreting client requirements in a client-facing services or sales role
	Experience agreeing and delivering on personal and team work objectives and deadlines under their own initiative
	Excellent copywriting and note-taking skills, producing content on a 'right first time' basis
	Experience in organising and facilitating meetings with multiple internal and external attendees
	Experience in event managing seminars or workshops
	Experience in maintaining or compiling business process and training notes
	An excellent communicator in person, in writing, on screen and by phone
	Credibility in engaging with a wide range of stakeholders including senior influencers
	Excellent ICT skills including Microsoft Office, social media and the ability to work with a CRM database
	Clean licence and access to a car or other means of transport that will allow them to discharge the duties of the role
Desirable	Experience in driving engagement with an organisation using social media
	Experience in website content management
	Experience in HR management or talent acquisition
	Ability to contribute to the strategic thinking of the organisation by spotting new opportunities and acting on them
	Experience of working for a membership based organisation
Attributes	CIPD associate or member
	Working knowledge of Adobe Acrobat editing tools
	A positive and professional attitude that corresponds with CO3 Group's values
	Friendly, collaborative and unafraid to lead on tasks when appropriate
	Takes ownership of agreed tasks and is comfortable being accountable for them

How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Wednesday 12 April 2023**. Applications should be made by email to:

patrick@co3.org.uk

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

CO3 Group is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Wednesday 12 April 2023

First Interviews

Friday 21 April 2023

Second Interviews (may include a seen or unseen task)

Thursday 27 April 2023

Final Interviews (only if required)

Wednesday 3 May 2023



Please address any enquiries relating to the advertised position, and your submission, to:

Patrick Minne
Engage Executive Talent



Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk

Non recruitment enquiries can be directed to:

CO3

31 Bruce Street
Belfast BT2 7JD

Tel: 028 90245356
Email: info@co3.org.uk

