

HomeBawn Limited Information Pack

Project Director

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Introduction

Dear Candidate

Thank you very much for your interest in the Project Director role at HomeBawn Ltd.

The Company has been established with the help of its six Directors to oversee the development of the necessary governance arrangements for the eventual day to day management of Seamus Heaney HomePlace and Bellaghy Bawn Writers' Residency.

These are significant, island-wide cultural initiatives that need your help to get established.

The project is supported by the Department for Communities; Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media; Mid Ulster District Council; and through both jurisdictions' arts councils.

HomeBawn Ltd is a company wholly owned by Mid Ulster District Council established to develop the excellent governance arrangements that a world class initiative like this needs to succeed. In tandem with the governance arrangements being put in place by HomeBawn Limited the separate capital project at Bellaghy Bawn is being driven by the key stakeholder Department for Communities. Governance arrangements need to be established by 31 March 2025 because of the nature of its funding, which is why the role is being framed as temporary. There may well be scope to extend it well beyond the initial period.

We're working with our recruitment partners Engage who will be very happy to answer any queries you might have in the first instance.

But for now, allow me to thank you once more for your interest, and if you are as passionate as we are about cementing Seamus Heaney's legacy in the community, we look forward to hearing from you.

Pat Brennan
Chair
HomeBawn

Who we are

Bellaghy Bawn is an inspirational historic building close to the birthplace and childhood home of Seamus Heaney. It is a Monument in State Care in the ownership of the Department for Communities (DfC). With help from the island's arts councils, Mid Ulster District Council (MUDC) and the DfC developed a successful proposal for the development of a cross-border writers' residential facility there, to be financed by the Irish government's Shared Island Fund.

HomeBawn Limited is a private company limited by shares founded in 2024 that is wholly owned by Mid Ulster District Council, and the vehicle through which Bellaghy Bawn project will come to fruition. The company has been established with six Directors to oversee the development of governance and infrastructure arrangements needed for the transfer to it of the day-to-day management responsibility of Bellaghy Bawn Writers' Residency. It will also encompass the transfer of operations at the nearby Seamus Heaney HomePlace, owned by the district council.

Through discussions with key stakeholders two distinct elements to the project have been identified:

1. Governance Development – The subject of this recruitment

The Governance Development element is the subject of this recruitment and will be the responsibility of the Project Director. It is being led by Mid Ulster District Council and HomeBawn Limited. That is the focus of this Project

Director role – distinct from the capital development. The focus of this is to establish and oversee the development of the key governance documents and infrastructure arrangements for potential transfer of the day to day management responsibility of both the Seamus Heaney HomePlace and Bellaghy Bawn Writers' Residency.



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2. Capital Development

The Capital Development, separate from the Governance Development, is being led by DfC supported by Mid Ulster District Council, Arts Council Northern Ireland, The Arts Council /An Chomhairle Ealaíon and Tyrone Guthrie Centre through the Project Board. Central Procurement Directorate (CPD) will also play a key role in the delivery and management of the capital works.

Our Vision

"To establish Bellaghy as a hub for literary development through regeneration of the heritage and place for the benefit of the people."

What we'll do

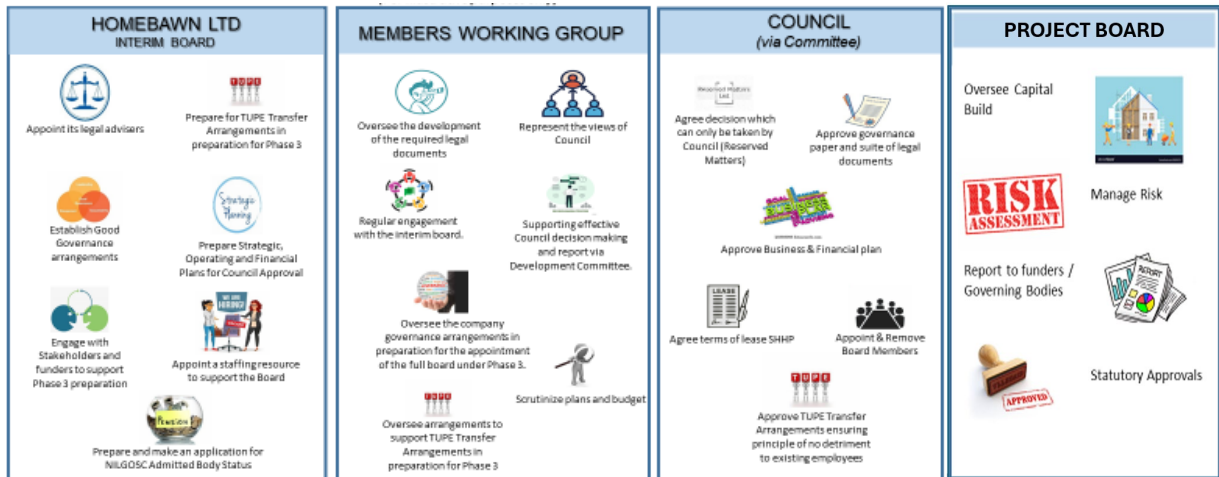
Our project will develop Bellaghy Bawn into a Writers' Residency with seven writers' units in the outbuildings and a communal space in its 'Big House' that can be used by writers and the general public. The new facilities will enhance and complement the current programme of activities that takes place in Seamus Heaney HomePlace as well as enhancing the visitor experience at Bellaghy Bawn.

Seamus Heaney HomePlace opened in 2016 and is owned and managed by Mid Ulster District Council. HomePlace features an interactive exhibition filled with personal stories, images and the voice of the poet himself. At the heart of HomePlace is The Helicon, a 191-seat theatre which plays host to a year-round programme of literature, theatre and music events further enhanced by an Education Programme. Here's our proposed action plan for the 2024/2025 financial year:

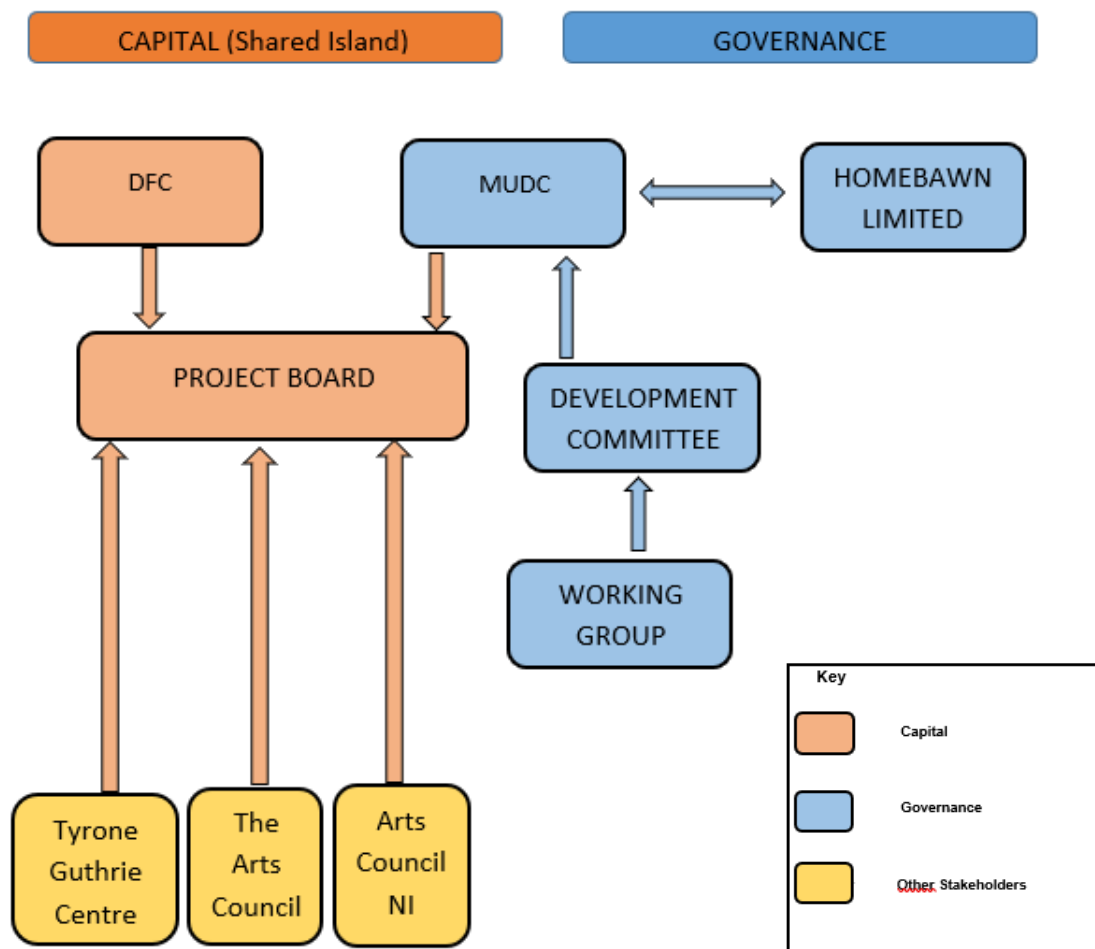
Area	Key Tasks
Legal	• Agree Suite of Legal Documents including: 1. Shareholder Agreement (document regulating the arrangements governing HomeBawn Limited, in particular the role and oversight of the Council as sole shareholder); 2. Articles of Association (the constitution or governing documents of HomeBawn Limited which dovetails with the Shareholder Agreement); 3. Operating Agreement (the agreement setting out the funding and operational arrangements for the project via HomeBawn Limited) • Ensure compliance with Company Law
Employee Arrangements	• Employment of Project Director • Link with Staff Engagement Group (SHHP) • Engage with MUDC Working Group • Consider TUPE transfer for SHHP Staff from MUDC to HomeBawn Limited • Participate in Information and consultation process • Consider Terms and conditions of employment • Pension Arrangements (NILGOSC Admitted Body Status)
Property Arrangements	• Lease of HomePlace from Council to HomeBawn Limited • Lease by DfC of Bawn to HomeBawn Limited
Operating Arrangements	• Strategy and Business Plan • Financial Plan
Funding	• Preparation of Monitoring Reports to Funders • Engage with Potential Funders

How We're organised

The Project Director for Governance Development will report directly to the Chair and board of HomeBawn Ltd. In addition, the HomeBawn Ltd Board will report to the company's sole member, Mid Ulster Council.



Key Stakeholders



Financials

Funding has been secured for the 2024/25 financial year as shown in the table below:

Partner	Amount	Status
Arts Council NI	£50,000	Confirmed
Arts Council / An Chomhairle Ealaíon	€50,000	Confirmed
Department for Communities	£25,000	Confirmed
Mid Ulster District Council	£25,000	Confirmed

A *draft, estimated* budget has been prepared for 2024/25 as shown in the table below:

Item	Estimate
Insurance	£3,000
Computer/IT	£1,500
Telephone & Internet	£5,000
Legal	£10,000
Bank Charges	£500
Accountants	£1,000
H.R.	£10,000
Nilgosh	£2,450
Strategy	£30,000
Staffing and recruitment costs	£81,550
Board Training	£5,000
Total	£150,000



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Meet the Board



Pat Brennan
Chair

Pat is an active community leader and a native of Bellaghy. He worked on “The Bibliography of Seamus Heaney” where they became friends.



Liam Campbell

Liam is Director at the Mellon Centre for Migration Studies and has a long track record of research into social and cultural heritage in Ireland and abroad.



Sheena Wilkinson

Sheena is an award-winning novelist with experience in teaching, culture and the arts.



Ian Milne

Ian is a politician and activist serving on Mid Ulster Council and having represented the constituency as an MLA.



John Joe Muldoon

Financial consultant and founder of Verity Financial, John Joe brings a range of business, financial and marketing skills to the board.



Christopher Heaney

Christopher represents the Heaney family and the Estate of Seamus Heaney on the board to provide guidance on the Heaney legacy.

Job Description

Job Title:	Project Director
Salary:	£59,214 per annum (equates to NJC PO9 [SCP 50-53] £59,214 - £62,624), pro rata. Pension arrangements currently under review.
Reports to:	Chair of HomeBawn Ltd
Location:	Hybrid - 3 days a week on-site
Contract type:	Temporary until 31 March 2025 with possibility of extension
Hours:	37 per week (may include some evening and weekends)
Leave Entitlement:	25 days per annum plus NI public holidays, pro rata

Purpose and Function of Post

- To be the accountable to the HomeBawn Limited Board of Directors and provide strategic leadership and management to support them to establish the strategic foundation and operating model for the company and have responsibility for the day-to-day management of the Company.
- To have a strategic business focus in the development and management of the implementation of an agreed transition work programme, resources and associated policies, and be responsible and accountable for monitoring, reporting and managing performance.
- Act as Principal advisor to the HomeBawn Limited Board of Directors in all matters pertaining to the company's operations, engaging and managing external professional advice and input as required.
- Work collaboratively across a range of stakeholders and manage complex partnerships, promote close working relationships with local, national and international stakeholders, and actively develop and participate in engagement, partnership and negotiations forums to represent and effectively articulate the views, decision and position of the company.

Principal Duties

1. Provide strategic leadership and planning, creating a sense of common purpose and direction and an ethos of collaboration, ensuring the right skills, knowledge and approach to deliver outputs and outcomes.
2. Responsible for providing a high professional standard of exemplary and professional officer advice, recommendations, briefings, reports and support to the Board of Directors and relevant sub committees.
3. To assume leadership of an effective change management and transition process for Seamus Heaney HomePlace and the establishment of Bellaghy Bawn Writers Residency and work in conjunction with the Bellaghy Bawn Project Team, key funders and stakeholders.
4. Lead, manage, develop and be accountable for the day-to-day operations of the company and establish and implement effective governance to support decision making in line with good governance requirements.
5. Lead the effective financial management of capital and revenue budgets within approved levels, ensuring robust processes are developed and implemented for the purpose of monitoring, forecasting and corrective action, supported by effective use of management information and data.
6. Identify, nurture and develop key strategic relationships at a local, national and international level to support and maximise the delivery of key strategic outcomes.
7. Lead and be responsible for the identification and delivery of innovative approaches to resources management and income generation.
8. Responsible for the development of an effective communications and stakeholder development strategy to build profile and maximise commercial opportunities.
9. Responsible for developing and embedding innovative approaches to service and programme delivery including leading effective service design approaches, collaborative commissioning, and alternative delivery models and develop appropriate business cases and financial plans.
10. Establish and maintain high-level, long-term relationships with international funders, patrons and other key partners nationally and internationally to enable the Bellaghy Bawn Writers Residency and Seamus Heaney HomePlace programming to achieve its mission and vision.
11. Be responsible for ensuring legal, regulatory and policy compliance under company law, GDPR, Health and Safety, Procurement and other relevant statutory requirements and develop and implement robust risk management for the company, identifying opportunities and risks, escalating where appropriate.
12. Undertake all aspects of work respecting confidentiality and ensure that personal and/or sensitive information is used, stored and maintained in accordance with relevant data protection legislation.

13. Act as an ambassador for the company and its work, representing the organisation at external events and functions as required.

Note: This job description has been written at a time of organisational development and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that they may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.



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Person Specification

1. Qualifications and Experience

1.1 Qualifications

Applicants must have a 3rd level qualification

AND

Applicants must demonstrate by way of example three years' experience in the following areas:

- Strategic Project management experience of a significant scale* within the creative industries, heritage and/or wider arts sectors.
- Managing high profile** projects working with a range of influential local, national and international stakeholders and demonstrating a proven track record of successful delivery.
- Strategy development, Governance development & infrastructure including policies procedures and systems, programme implementation, change management, evaluation and monitoring.
- Ability to lead and motivate teams to develop and deliver collective vision and outcomes.
- Strong influencing and leadership skills.

*Significant scale is defined as a project / facility of local and national significance with a minimum operating budget of £300,000 and a minimum staff team of 15 employees.

** High profile is defined as being recognised at a national level.

OR for Applicants who do not hold a third level qualification

1.2 Experience – Essential

Applicants must demonstrate by way of example five years' experience in the following areas:

- Strategic Project management experience of a significant scale* within the creative industries, heritage and/or wider arts sectors.
- Managing high profile** projects working with a range of influential local, national and international stakeholders and demonstrating a proven track record of successful delivery.
- Strategy development, Governance development & infrastructure including policies procedures and systems, programme implementation, change management, evaluation and monitoring.
- Ability to lead and motivate teams to develop and deliver collective vision and outcomes.

- Strong influencing and leadership skills.

*Significant scale is defined as a project / facility of local and national significance with a minimum operating budget of £300,000 and a minimum staff team of 15 employees.

** High profile is defined as being recognised at a national level.

Applicants must possess a full, current driving licence which enables them to drive in Northern Ireland and a vehicle available for official business or have access to a form of transport which enables them to meet the requirements of the post in full¹.

2. Competencies

In accordance with the Competency Framework for Local Government applicants for this post must demonstrate the following competencies at Strategic level:

2.1 Providing Leadership and Direction:

- Setting Direction – Contributes to the development of a strategy and conveys a clear vision led by being innovative, ambitious and proactive.
- Managing Performance – ensure that individual and departmental objectives are aligned with business plans and corporate strategy.

2.2 Managing Yourself

- Communicating with impact – the ability to draft reports and letters and the ability to provide advisory communications with the capacity to address groups and meetings clearly, enthusiastically and effectively whilst listening to and addressing responses authoritatively.
- Managing your own work – the ability to plan and prioritise demanding work-loads to ensure a constant flow of work and to minimise peaks and troughs.

2.3 Working with Others

- Meeting Customer Needs – Establishes the needs of customers and strives to ensure these are met.
- Influencing Outcomes – influencing and persuading skills: the ability to win the support of staff, elected members and senior management.

2.4 Moving Forward

- Achieving Results – taking personal responsibility for making things happen. Showing motivation and perseverance in overcoming obstacles and achieving results.
- Managing Change – promotes change effectively and ensures that changes are delivered in line with organisational goals.

Secondments

HomeBawn Ltd welcomes secondments for the Project Director role.

¹ Please be advised that this alternative is a “reasonable adjustment” specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence

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, work 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 Thursday 20 June 2024**. 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.

Secondments

HomeBawn Ltd welcomes secondments for the Project Director role.

Equal Opportunities

HomeBawn Ltd 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, Thursday 20 June 2024

First Interviews

Wednesday 26 June 2024

Second Interviews (may include a seen or unseen
task) Monday 1 July 2024

Final Interviews

Monday 8 July 2024



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HomeBawn

Please address any enquiries relating to the advertised position, and your submission, to HomeBawn's recruitment partners:

Patrick Minne

ENGAGE
EXECUTIVE TALENT

Tel: 07792 509003

Email: patrick@co3.org.uk

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

HomeBawn Ltd

Mid Ulster District Council
50 Ballyronan Road
Magherafelt BT45 6EN

A Company Limited by Shares NI711422

Tel: 03000 132132

Email: davina.mccartney@midulstercouncil.org