



Antrim Enterprise Agency
L I M I T E D

Chief Executive Officer Information Pack

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Introduction



Dear Candidate

Thank you for your interest in the role of Chief Executive Officer at Antrim Enterprise Agency.

Antrim Enterprise is a long-established, community-rooted organisation that has supported entrepreneurs and small businesses for more than three decades.

We exist to help people turn ideas into viable businesses, to support growth and resilience, and to contribute positively to the local economy and wider community.

Following almost thirty years of dedicated leadership from our current Chief Executive, the organisation is preparing carefully for its next chapter.

This appointment is about continuity and stewardship, but also about ensuring the organisation remains financially sustainable, relevant and confident in a changing environment.

We are seeking a strategic and commercially minded Chief Executive Officer to lead Antrim Enterprise in delivering sustainable economic growth, with a particular focus on expanding and maximising its property and enterprise portfolio across Antrim Borough. The CEO will provide strategic leadership to advance all aspects of enterprise development, including business support, training, and skills development, while overseeing an ambitious property development and workspace programme.

We are working with our search partners Engage on this recruitment and they will be happy to answer any questions you might have in the first instance.

Thank you again for your interest. We look forward to hearing from you.



Declan Barry
Chair

Who We Are



Antrim Enterprise Agency is a mission-led organisation supporting entrepreneurship, enterprise development and community wealth building. We combine a strong property income base with a reputation for high-quality enterprise support. Our ambition is to strengthen both, improve sustainability, and increase impact.

Operating since 1991, we are a registered charity and company limited by guarantee, governed by a voluntary Board of Directors. We have a turnover of £440k and a staff team of nine.

The organisation delivers a range of enterprise and business support activities, including:

- Enterprise education and early-stage entrepreneurship support
- Pre-start and start-up business advice and mentoring
- Ongoing support for established SMEs and social enterprises
- Training, workshops and networking activity
- Workspace management and facilities for businesses over multiple sites.
- Partnership delivery with local authorities and other actors

We operate within a mixed income model, combining public funding, earned income from services and facilities, and project-based funding. Strong governance, financial discipline and accountability underpin all our work.



What we do



Business Support

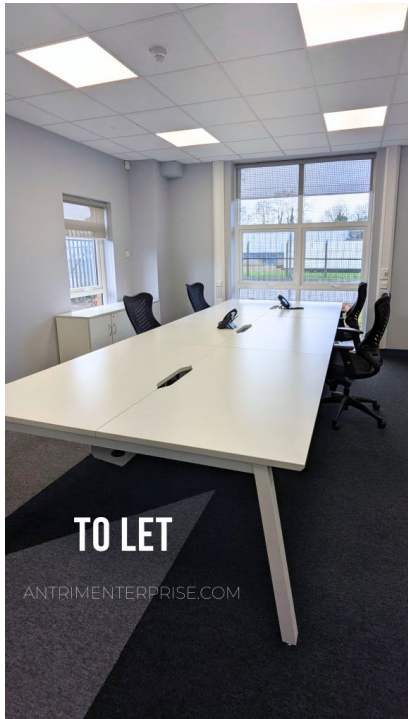
Antrim Enterprise provides a comprehensive range of business support services designed to help individuals at every stage of their entrepreneurial journey. Their offer begins with *Enterprise Education*, where we work with schools and community initiatives across Antrim and Newtownabbey to inspire young people to explore self-employment. For adults considering entrepreneurship, our *Pre-Start* support helps individuals assess their skills, research ideas, and understand what's involved in starting a business.

For those ready to launch, their *Start Up* services provide guidance from experienced business advisers on establishing and running a business in any sector. Existing businesses can benefit from tailored support to increase sales within or beyond Northern Ireland, expand services or products, recruit staff, or secure finance. Antrim Enterprise positions itself as a long-term partner for growth, helping organisations implement sustainable development strategies.



Property Rental

We offer a range of modern, fully serviced office spaces located within Antrim Enterprise Park and Space Antrim. These units offer high-quality, flexible accommodation for small teams, typically supporting 6–8 people, with some offices combinable for larger capacity. All spaces include inclusive rental packages covering rates, utilities, unlimited superfast fibre internet, 24/7 secure access, and front-of-house support.



Additional benefits include access to meeting and conference rooms, kitchen and shower facilities, central printing, confidential waste disposal, and extensive on-site parking. Some packages also feature enhanced services such as reception support, mail handling, administrative tasks, and premium upgrades like staff lockers, coffee machines, and bookable pods.

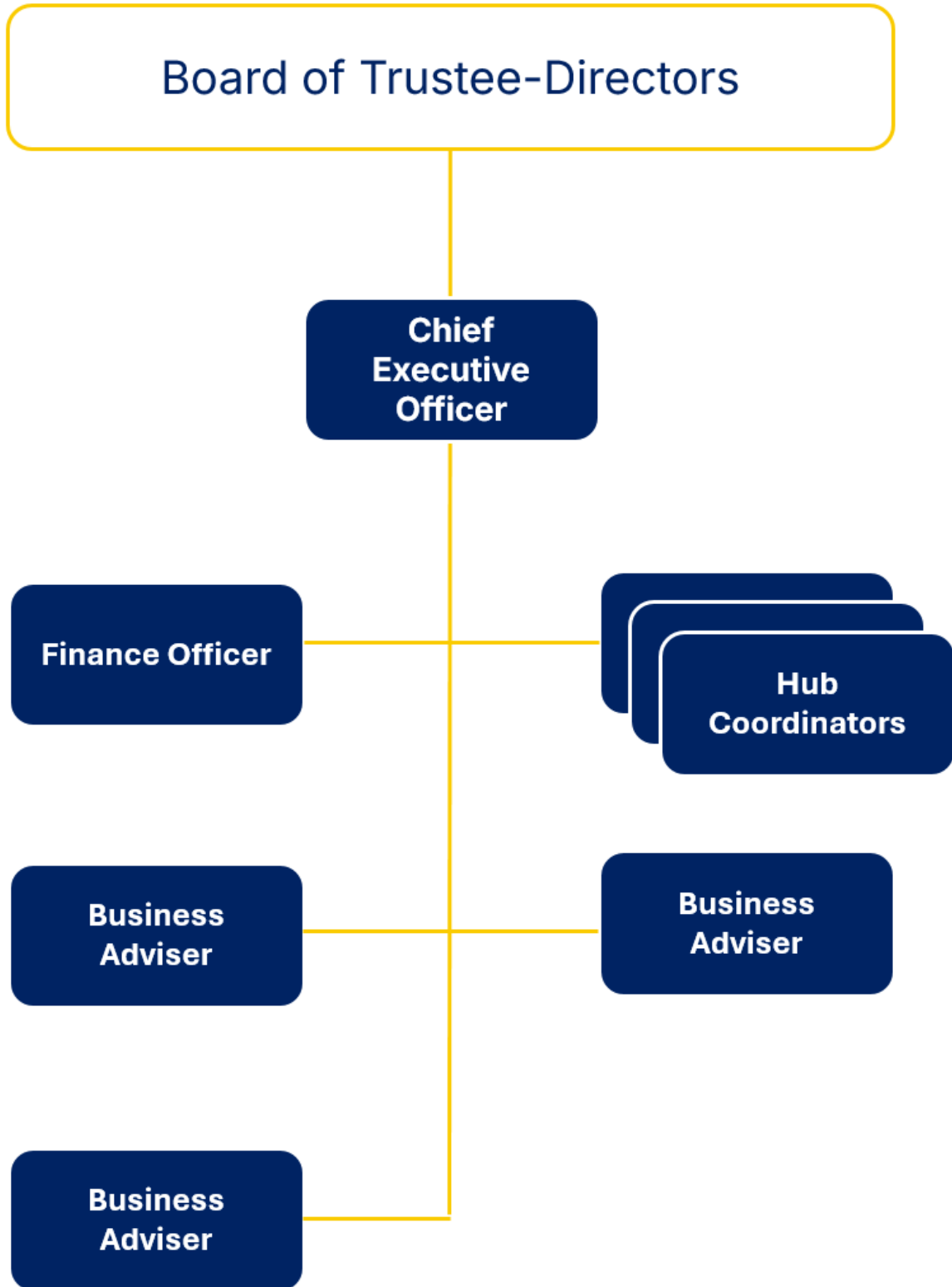
Offices are strategically located near Antrim town, the M2, and Belfast International Airport, offering excellent connectivity.

Room Hire

Antrim Enterprise offers flexible, affordable rooms that support a wide range of community needs—from local meetings and training sessions to wellbeing workshops and social initiatives. With a range of attendant catering options, we support businesses, charities, social enterprises, support groups, or grassroots organisations.



How We Are Organised



Strategy

Our Values

Fundamental to our success in achieving our vision and mission, is the fact that quality underpins everything we do, and we do it with *pride* which encompasses our core values:

Passion: Our staff are emotionally committed employees, passionate about their work and the organisation they work for

Respect: We are about treating all people with dignity and value the collective power of teamwork.

Integrity: Antrim Enterprise is about being honest and having strong moral principles in all our day-to-day dealings with customers, clients and suppliers

Dedication: Antrim Enterprise fosters strong teamwork and encourages personal initiative and growth within the workplace

Excellence: We strive to excel in every aspect of our business and deal with every task with a determination to succeed

Strategic Board priorities

Maintain and grow our property income

Develop additional services for our enterprise clients

Collaborate with partners to grow

Financials

Below is a snapshot of our latest published annual income and expenditure report for March 2025. If you are reading online, you can click on the links below to access the last three years' annual accounts for more detailed information.

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £
Income and Endowments from:				
Donations and legacies	3	70	-	70
Charitable activities	4	308,712	91,973	400,685
Other trading activities	5	11,332	-	11,332
Investment income	6	13,348	-	13,348
Other income	7	13,822	-	13,822
Total income		347,284	91,973	439,257
Expenditure on:				
Raising funds	8	(13,926)	-	(13,926)
Charitable activities	9	(356,733)	(6,463)	(363,196)
Total expenditure		(370,659)	(6,463)	(377,122)
Net (expenditure)/income		(23,375)	85,510	62,135
Transfers between funds		74,108	(74,108)	-
Net movement in funds		50,733	11,402	62,135
Reconciliation of funds				
Total funds brought forward		985,348	8,050	993,398
Total funds carried forward	22	1,036,081	19,452	1,055,533

Annual Report March 2025

Annual Report March 2024

Annual Report March 2023

Meet the Board



Declan Barry Chair

CEO, ExportExplore Limited; Authorised Trade Representative to UK & Ireland for Pennsylvania; Delaware; and Virginia



Janet Atkinson

Vice Chair Audit & Risk

Director and Founder, Northview Property Management



Dr Ian Smyth

Trustee, Human Resources and Remuneration

Course Director / Lecturer

Member of NI Family Business Forum committee



Alison McMurtrie

Company Secretary, Human Resource and Remuneration

Founder of Idunn Consulting. Previously: Global Technology & Lifecycle Manager - Schlumberger



Simon Moon

Trustee

Property Acquisition Manager - Henderson



Arielying Llardi

Trustee, Audit & Risk

Works at Verge Connect



Barry Phillips

Trustee, Human Resources and Remuneration

CEO & Chairman at Legal Island



Karen Maguire

Trustee, Audit & Risk

Chair, Employee Ownership, Ireland

Job Description



Job Title	Chief Executive Officer
Reporting to	Chair, Board of Directors
Contract Type	Permanent
Location	Antrim
Salary	£50k+ (negotiable subject to experience) plus 8% employer pension contribution
Holiday entitlement	25 days a year plus statutory holidays
Hours	37.5 hours per week with flexible working available

Purpose of the Role

The Chief Executive Officer is responsible for the overall leadership, management and strategic direction of Antrim Enterprise Agency. Working in close partnership with the Board, the CEO ensures that the organisation delivers its charitable objects, operates with integrity and good governance, and remains financially sustainable.

The role requires someone who can lead people well, manage risk responsibly, and develop income and partnerships in a way that aligns with the organisation's values and community purpose.

Key Responsibilities

Strategic Leadership

- Lead the development, delivery and review of the organisation's strategic plan in partnership with the Board.
- Translate strategy into clear operational plans with measurable outcomes.
- Maintain an understanding of the local and regional enterprise environment and respond appropriately to emerging opportunities and risks.

Governance and Board Support

- Work closely with the Chair and Board to support effective governance, transparency and accountability.
- Ensure the Board receives timely, accurate and relevant information to support sound decision making.

- Support Board committees and contribute to board development where appropriate.

Finance Management & Sustainability

- Operate in accordance with Board policy to ensure the company's assets are deployed in the most effective and responsible manner.
- Identify and pursue opportunities to enhance profitability, value for money, and operational efficiency, supporting the company's strategic objectives and delivering maximum benefit to the local community.
- Collaborate with auditors, banking partners, and other professional advisers to maintain robust financial records and clear accountability to the Board, demonstrating strong governance and control.

Operational Leadership

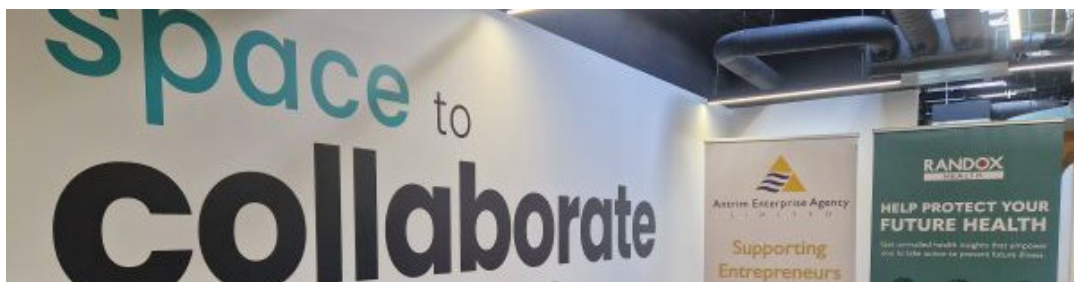
- Lead, support and develop the staff team, fostering a positive, inclusive and professional organisational culture.
- Ensure services are delivered to a high standard and meet contractual, funder and partner requirements.
- Oversee organisational policies, systems and procedures to ensure efficiency and compliance.
- To ensure the organisation has optimal digital, ICT and AI resources to support efficient operations, enhance service delivery, and facilitate effective communication and income-generation.

Partner Engagement and Representation

- Act as the principal ambassador and spokesperson for Antrim Enterprise Agency.
- Build and maintain strong relationships with local authorities, funders, partners, business networks and the wider community.
- Represent the organisation confidently at local and regional forums.

Property Development & Asset Management

- Lead the development of Antrim Enterprise's property base, including identifying opportunities for expansion, refurbishment or new workspace development.
- Ensure all facilities operate safely, efficiently and in line with regulatory requirements.
- Maximise the social and commercial value of property assets to support long-term sustainability and community impact.
- Build relationships with tenants, contractors and professional advisers to ensure high-quality service and strong occupancy levels.



Person Specification



Essential Experience and Knowledge

- Senior leadership experience, including personnel management, within a purpose-led organisation.
- Understanding of charity governance and experience of working effectively with a Board.
- Proven experience of financial management, including budgets, financial reporting and oversight.
- Experience of developing income streams, contracts, partnerships or traded services.
- Experience of leading teams and managing organisational change.

Desirable

- Experience within enterprise support, economic development or SME environments.
- Experience of working in partnership with local government.
- Understanding of the Northern Ireland enterprise or community development landscape.
- Understanding of property management, asset development or expanding a commercial property base.

Skills and Abilities

- Strategic thinking combined with practical operational delivery.
- Commercial awareness and confidence in developing sustainable income.
- Strong communication and interpersonal skills, with the ability to build trust and credibility.
- Sound judgement, integrity and the ability to manage risk responsibly.
- Ability to balance competing priorities in a complex environment.

Personal Attributes

- Values-led and committed to community impact and public benefit.
- Calm, measured and approachable leadership style.
- Resilient, adaptable and solutions focused.
- A collaborative leader who inspires confidence among staff, Board and business community.

Recruitment Process



The recruitment process will be overseen by the Board of Directors. Longlisted candidates will be invited to a 'Stage 1 interview' with Engage. Shortlisted candidates will be invited to a competency-oriented Stage 2 interview with the Board, before a final Stage 3 interview for qualifying candidates who will be asked to deliver a short presentation outlining their three-year vision for Antrim Enterprise Agency.

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 and any dates when you might have difficulty with the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 23 February 2026**. Applications should be made by email to: apply@engageexec.co.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. Appointment will be subject to appropriate pre-employment checks.

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

Antrim Enterprise Agency Ltd is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit. By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

Timeline

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

Noon, Monday 23 February 2026

First Interviews (by video)

Monday 1 and/or Tuesday 2 March 2026

Second Interviews

Tuesday 10 March 2026

Final Interviews with Presentation

Tuesday 24 March 2026



Please address any enquiries relating to the advertised position to AEA's recruitment partners:

Patrick Minne



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

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Antrim Enterprise Agency

58 Greystone Road
Antrim
BT41 1JZ

Tel: 028 9446 7774
Email: admin@antrimenterprise.com

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