CO3

Chief Officers 3rd Sector



Recruitment Operations Officer

Information Pack

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Introduction

Dear Candidate

Thanks very much for your interest in the newly created role of Recruitment Operations Officer 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.

The Recruitment Operations Officer role combines recruitment delivery, digital engagement, content creation and operational support. Working closely with clients and candidates, the post plays an important part in delivering a high-quality service and extending the reach and impact of Engage's work.

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.

For 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.

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 is charged for honorary positions.



Candidate Services

As well as supporting organisations with their recruitment needs, Engage provides guidance to individuals considering their next career or board opportunity. We regularly have conversations with candidates about their career aspirations, provide guidance on CV development and help them better understand the opportunities available across the sector. Where specialist candidate support is required, including interview preparation and coaching, we work with a trusted independent partner. This approach ensures candidates can access high-quality support while maintaining appropriate separation from Engage's recruitment services and avoiding any potential conflicts of interest.

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. The additional capacity provided by the Recruitment Operations Officer will enable Engage to adapt its offer to suit smaller charities with more limited budgets, while continuing to support the larger charities and organisations that form part of our client base.



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.



Strategy

CO3 Group including CO3 Enterprises and the Northern Ireland Health Collective 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.

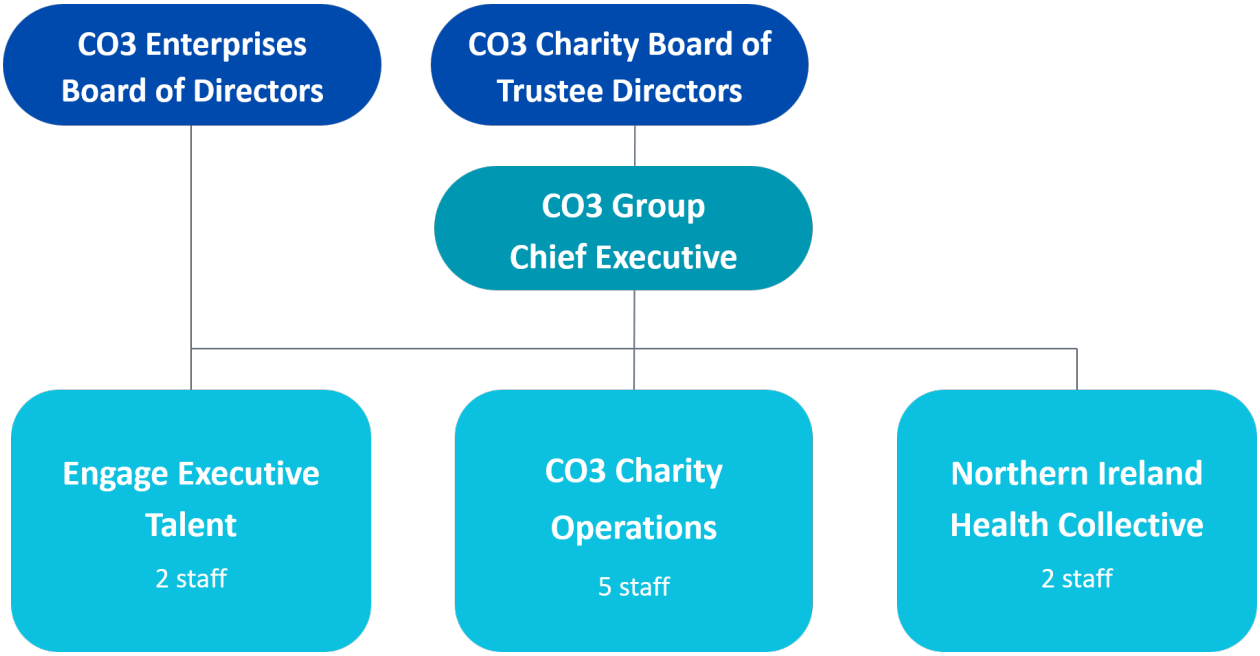


Integrity

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.

How we're organised

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





Job Description

Post	Recruitment Operations Officer
Line managed by	Head of Engage Executive Talent
Hours per week	37.5
Salary	£28,000-£32,000 negotiable subject to experience 8.5% employer pension in year one, 10% thereafter
Contract type	Permanent
Place of work	Belfast with some homeworking and travel
Holidays	25 days plus 13 statutory holidays
Benefits	Life assurance and critical illness insurance (4x salary) plus Health Shield cash health plan e.g. physio, dental, optical, consultant visit, counselling and more.

Role Description

CO3 Chief Officers 3rd Sector 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 Operations Officer plays a key role in helping shape the services it provides to add value to Northern Ireland's non-profit sector. They play a key role in the development, promotion and delivery of services that add value to Northern Ireland's non-profit sector, helping ensure Engage remains innovative, responsive and competitive.

The role combines recruitment delivery, digital engagement, content creation and operational support, working closely with clients and candidates to deliver a high-quality service and extend the reach and impact of Engage's work.

Recruitment

- Compile vacancy information packs and support the development and review of role descriptions, person specifications and associated recruitment documentation.
- Co-ordinate recruitment and selection processes, including scheduling interviews, candidate communications and panel administration.
- Develop interview questions, scoring criteria and candidate assessment materials.
- Support the design and delivery of assessment methods.
- Conduct market mapping and candidate identification.
- Sit on some interview panels as a selector, and on others as a facilitator and observer to the interview panel to ensure clients' legal compliance.
- Sift written application forms and submissions for assessment.
- Conduct reference checks and support due diligence processes.
- Respond to Interim Executive and Trusted Consultant panels client requests, support the creation of client briefs and coordinate selection processes.
- Host feedback sessions with candidates.
- Ensure recruitment campaigns are legally compliant and follow best practice.

Communications

- Create engaging content across social media, email marketing and web platforms to increase audience reach and engagement.
- Monitor campaign performance and recommend improvements based on analytics and audience insights.
- Identify new channels and approaches to strengthen Engage Executive Talent's visibility and employer brand.
- Produce digital assets, including graphics, videos and case studies.

Operations

- Support the development, implementation and optimisation of digital systems and workflows eg Microsoft SharePoint.
- Identify opportunities to automate administrative processes and improve operational efficiency.
- Maintain and develop reporting dashboards to monitor recruitment activity, marketing performance and service outcomes.
- Research and maintain the organisation's database of interview questions and guide answers.
- Research and maintain the organisation's databases of prospective candidates.
- Contribute to the adoption and effective use of Microsoft 365 applications, including Copilot and AI agents.
- Develop standard operating procedures and guidance materials for new technologies and systems.

- Champion the use of AI and digital technologies across recruitment, marketing and operational processes and identify opportunities to improve efficiency, candidate experience and client experience.
- Compile statutory Equal Opportunities monitoring returns for recruitment commissions.
- Ensure clients are invoiced according to agreed payment schedules and monitor payments.
- Maintain accurate records and documentation, ensuring files, candidate information and recruitment materials are stored and managed in line with organisational procedures.
- Monitor recruitment project plans and timelines, ensuring campaigns progress to agreed milestones and key deadlines are met.
- Ensure recruitment and operational processes are delivered consistently and in accordance with internal policies, procedures and quality standards.
- Event-manage quarterly Interim Executive and Trusted Consultant Panel meetings and support the annual training programme and membership pathway.
- Contribute to CO3 Group's Performance and Development Appraisal system, attending periodic appraisal sessions and agreeing and delivering against Key Performance Indicators
- Keep personal development up to date by attending appropriate internal and external training

Business Development

- Contribute to drafting proposals to prospective clients and securing new business for Engage Executive Talent
- Contribute to the research and drafting associated with prospective client tender responses.
- Identify appropriate industry events and represent Engage Executive Talent developing relationships and growing the professional network.
- Support the promotion of services through case studies, impact stories and digital content.
- Gather and analyse market intelligence to identify emerging trends, opportunities and sector needs.

General Duties

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

- Ability to maintain a high level of accuracy and attention to detail.
- Experience co-ordinating projects, campaigns or processes involving multiple stakeholders and deadlines.
- Experience maintaining records, documentation and databases.
- Experience managing competing priorities and meeting deadlines.
- Experience creating and publishing content across social media, websites and digital platforms.
- Experience creating digital assets, including graphics and video content.
- Experience using AI tools to support content creation, research or service delivery.
- Access to a car or other means of transport.
- Proficiency in all principal Microsoft applications.

Desirable

- Knowledge of employment law and recruitment best practice.
- Knowledge of the voluntary, community and social enterprise sector.
- Experience of working for a membership-based organisation.
- A degree (or equivalent qualification) in Human Resources, Marketing, Communications, Business, or a related discipline.
- CIPD qualification.
- Relevant qualifications or practical experience in the configuration and implementation of AI tools, automated workflows, websites or digital systems.

Personal attributes

The successful candidate will be able to:

- Build positive working relationships and represent the organisation in an approachable and customer-focused manner.
- Communicate with courtesy and discretion when engaging with clients, candidates and colleagues.
- Communicate effectively with a range of audiences, in person, in writing, on screen and by phone
- Organise and prioritise work across multiple projects and deadlines.
- Analyse information and present findings in a clear and meaningful way.
- Learn and adapt to new technologies, systems and ways of working.

How to apply

Please forward a current **CV, maximum three A4 sides,** together with a completed **Supplementary Questions form** available from www.engageexec.co.uk. Both documents should be **typed** and submitted in **Word or PDF format**. Please ensure you have included your contact numbers, confirmed your **right to work in the UK**, and advised of any dates when you may be unavailable for interview during the recruitment process. You will also be asked to submit a separate **Equality Monitoring and Criminal Convictions Disclosure Form**.

The deadline is **Noon on Monday 9 November 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.

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.

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 9 November 2026
First Interviews	Friday 13 November 2026
Second Interviews (may include a seen or unseen task)	Wednesday 18 November 2026



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

Patrick Minne
Engage Executive Talent

ENGAGE
EXECUTIVE TALENT

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

www.engageexec.co.uk

Non recruitment enquiries can be directed to:

CO3 Chief Officers 3rd Sector
3 Glengall Street
Belfast BT12 5AB

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

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