

Executive Recruitment Director
Application Pack



Chief Officers 3rd Sector

Contents Page

Foreword from the Chief Executive	3
Background to CO3	4
Job Description	5
Personal Specification	8
Selection Process	10
Guidance notes on completing your application	13
Monitoring	14
Application Process including key dates	15

Foreword from the Chief Executive

Dear Applicant

Thank you for your interest in this position. This is a unique opportunity to join an ambitious charity offering progression opportunities as the services grow.

CO3 offers an executive recruitment service with a difference. We believe in rethinking the world of recruitment to deliver a best in class service for our clients and candidates. We specialise in the executive recruitment of Chief Executives, Senior Managers and Non-Executive Board members within the Third Sector. CO3 is a fast-paced Organisation and this role offers the opportunity to progress your recruitment career rapidly as part of the exciting expansion plans.

Our service offering includes executive search and selection for board, permanent and interim appointments. We are developing a reputation as the 'go to' Organisation for executive permanent and interim recruitment in the Third Sector. We launched the services in 2015 and are currently expanding our reach and as such are seeking an Executive Recruitment Director to join the CO3 team.

We are a mature and strategic Organisation that is uniquely placed in the market to provide Board, Interim and Permanent Executive Recruitment. In order to grow we are looking to recruit a dynamic, commercially driven and experienced executive to join the CO3 team.

This is an exciting time to join the charity. We have built our resilience through a social enterprise approach. CO3 has enjoyed considerable growth over recent years, our membership base has grown considerably to over 780 members. We have developed a range of new business services including executive recruitment, which supports our independence, sustainability and growth. We recognise that in order to sustain and expand these services we need a specialist Executive Recruitment Director to join the CO3 team.

The role will be very hands-on, focused on identifying and securing new clients to deliver a high quality executive recruitment service. This will demand an individual who is business focused, proactive, credible and persuasive. The person will be highly motivated, ambitious and place a strong focus on quality. The candidate will have experience of working to and exceeding KPIs, demonstrating a strong work ethos.

Our charity is built on the solid foundations of our leadership services to the Third Sector. Our network and 30+ years of experience provides an understanding and insight into our sector, enabling CO3 to deliver a premium executive recruitment service. If you have the skills, qualifications, experience and commitment that meet the requirements, we would welcome your application. The closing date for applications is 12 noon on Friday 18 May. Late applications will not be considered regardless of the reason. I look forward to receiving your application.

Yours sincerely

Nora Smith
Chief Executive

Background to CO3

Established in 1985, Chief Officers 3rd Sector (CO3) is a leading membership-based Organisation that focuses on supporting, developing and connecting Third Sector leaders in Northern Ireland.

We have a growing membership base of over 780 Third Sector leaders. Our members range from leaders of some of the largest charities and social enterprises through to small community and faith-based groups.

We use the term Third Sector to describe the breadth of our Members' work. Members work across all policy areas and connect to all government departments. Our Members offer considerable expertise, services and innovation. Our Members lead Organisations that contribute resources and investment in public services, employ tens of thousands of people and have a considerable asset base to help strengthen the economy.

We are supported by a small staff team who work closely with members, as well as partner Organisations in the private & statutory sector and government departments. CO3's capacity to deliver services has been enhanced in recent years. Membership numbers have increased substantially, from 60 in 1998 to over 780 in April 2018.

CO3 receives funding from a range of sources, membership fees, training, a small proportion of government funding, and income from a number of Trusts and Foundations.

Strategic Aims and Priorities

1. Develop Third Sector leadership skills and knowledge
2. Facilitate networking and collaboration between leaders
3. Support policy advocacy and communications
4. Promote and build membership
5. Run an effective Organisation

Our Mission

To inspire and enable great Third Sector leadership

Our Vision

Our vision is of great Third Sector leadership driving positive change to create a thriving participative and inclusive society

Our Values

- Quality
- Collaboration
- Inclusion
- Mutuality
- Integrity
- Responsiveness

Job Description

Post:	Executive Recruitment Director
Line managed:	Chief Executive
Hours of work:	37.5 hours
Salary:	£40,000 per annum + (commission subject to annual income targets)
Conditions:	Permanent, with six months probationary period
Place of work:	Belfast (with travel)
Pension:	2% Pension contribution
Holiday entitlement:	25 Days annual leave + public holidays
Additional employee benefits	Life insurance scheme Health Cash Plan Critical Illness scheme

Overview of the role

The successful candidate will be focused on developing and securing new clients across the three strands of the executive recruitment service; Board, Permanent and Interim recruitment within the Third Sector. They will source and generate new business opportunities creating a diverse range of clients who utilise the executive recruitment services. The individual will represent CO3 with professionalism, enthusiasm and energy to sell the executive recruitment services to prospective clients.

The Executive Recruitment Director will be responsible for the development of a bespoke, quality recruitment service that exceeds clients' expectations. The person will be committed to supporting our recruitment clients to find the highest quality talent to support leadership development and growth within their Organisation. Supporting Organisations through the recruitment and selection process to select high caliber executives, for the right roles, at the right time.

The principal responsibilities of the post are:

- Executive Recruitment Service
- Business Development
- Management & Administrative.

Executive Recruitment Support Responsibilities

Talent Acquisition

- Create, develop and secure a pipeline of recruitment leads and clients to access the three elements of the executive recruitment service, board, interim and permanent.
- Partner with customers to get a clear view on their strategic and financial objectives and recruitment needs. This will include research into client's Organisation, competitors and market place in order to build a sound understanding of the Organisation and the roles to assist with the recruitment service.
- Work in conjunction with the client Organisation to advise and develop a structured recruitment methodology tailored to reflect their business and cultural needs.
- The development of a bespoke quality application pack which includes drafting Job Descriptions, Personal Specification and other documentation relevant to the role.
- Offer guidance and facilitate the negotiation process through to its completion.
- Responsible for carrying out background checks on applicants, ensuring the information provided is detailed and correct.
- Follows good practice in employment and equality law to ensure a high quality executive recruitment service is provided.
- Support the onboarding of newly appointed candidates through a range of CO3 leadership services.

Proactive sourcing

- Devise and carry out a targeted research strategy in order to identify and assess candidates to ensure qualification match, cultural fit and compatibility.
- Develop an innovative approach to identify and recruit prospective clients for Board, Interim and Permanent Recruitment placements, which builds a talent pool of relevant leaders.
- Track and identify prospective candidates using a variety of channels and networks.
- Conduct informational interviews with potential candidates.
- Build and maintain links with potential candidates.

Business Development

- In conjunction with the Chief Executive develop a business plan to create and gain new executive recruitment placements.
- Identify and generate new business opportunities, achieving monthly/quarterly KPIs related to the executive recruitment services.
- Create, develop and build strategic relationships within the Third Sector to promote the executive recruitment services. Networking and establishing long-lasting client and strategic relationships with Chairs, Trustees, Chief Officers and Senior Managers.
- Create, develop and build strategic relationships across the public and private sectors to promote the executive recruitment services.

- Work with the Chief Executive to understand current and future workforce needs.
- Work with the Chief Executive to build up an understanding of the Third Sector.
- Develop and maintain a database of clients, potential clients and talent pool.
- Pitch to potential clients, through formal presentations, networking and one-to-one meetings.
- Draft high quality written business proposals to secure new clients.
- Develop a creative marketing and communication plan to actively promote and market the executive recruitment services through a range of marketing channels including social media.
- In conjunction with the Chief Executive support and manage the CO3 Trustee Network.
- Represent CO3 at key networking events, being the lead ambassador for the executive recruitment services.

Management & Administrative

- Manage communications between candidates and clients to keep all parties apprised of the status of each search.
- Prepare and maintain the necessary paperwork relevant to the executive recruitment positions, adhering to equality and employment legislation.
- Build and maintain a database of qualified professionals to rapidly respond to talent management needs.
- Build and maintain a database of clients and potential clients to support business development.
- Develop test questions, case studies and rating standards within established selection procedures and guidelines.
- Take the lead in managing the administration paperwork and documentation needed throughout the full recruitment service cycle for clients.
- Proof reading all written documentation relevant to the service.
- Establish, develop and maintain robust systems and processes to ensure efficient and effective delivery of the executive recruitment services.

General Duties

It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore expected to undertake work which may not be specifically covered in the job description.

Personal Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A relevant third level qualification. Or a minimum of either 7 years work experience in recruitment consultancy or business development. 	<ul style="list-style-type: none"> • A third level qualification in business development/Human Resources. • Membership to CIPD/or REC qualification
Experience	<ul style="list-style-type: none"> • A minimum of 5 years of experience in recruitment consultancy Or a minimum of 5 years of experience in business development. • A proven track record of working towards monthly, quarterly and annual KPIs. 	<ul style="list-style-type: none"> • A minimum of 7 years of experience in recruitment consultancy • A minimum of 7 years of experience in business development, with a track record of working to KPIs.
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively. • Skilled communicator, sound interpersonal skills and the ability to make presentations to external organisations and events. • Proven track record in building and maintaining relationships at Senior Executive and/or Board level • A strong commercial focus that illustrates business acumen and market insight which has resulted in the creation or expansion of profitable business services/products. • Knowledge of the Third Sector. • Effective negotiation, influencing and communication skills. • A proactive self-starter with the ability to multitask, establish and rearrange priorities, and maintain focus in a fast-paced environment. • Relentless results-orientation. • Ability to work collaboratively with a wide range of stakeholders, including internal staff teams. • Excellent professional maturity and integrity, particularly in handling confidential personnel matters. • Excellent interpersonal, verbal and written communication skills. 	<ul style="list-style-type: none"> • Experience of designing and delivering interview skills training. • Experience of designing and delivering interview assessment exercises. • Previous experience with candidate sourcing tools and methods.

	Essential	Desirable
	<ul style="list-style-type: none">• Strong organisational skills and attention to detail.	

Selection Process

Two completed applications and one monitoring form should be posted to

Nora Smith
Private and Confidential
Chief Executive
Chief Officers 3rd Sector (CO3)
34 Shaftesbury Square
Belfast
BT2 7DB

All applications must be received at the above address by Friday 18 May 2018 at 12noon.

In addition, an electronic copy of the application form should be emailed to nora@co3.bz

- Whilst we will acknowledge receipt of application promptly, it is the responsibility of the applicant to ensure their details arrive on time.
- Candidates with a disability who require reasonable assistance will be facilitated upon request.
- Candidates who wish to receive application forms and information packs in accessible formats are requested to advise CO3 of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.
- Applicants are advised that travelling expenses incurred will not be reimbursed.

Shortlisting stage

To be shortlisted, candidates are required to have:

- A relevant degree (or relevant work experience).
- A minimum of 5 years of experience in recruitment consultancy
Or a
- A minimum of 5 years of experience in a business development role.
- A proven track record of working towards monthly, quarterly and annual KPIs.
- A full current driving licence and access to a car to meet the travel requirements of the job. (Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence).

A proven track record in at least five of the following:

- Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively.
- Skilled communicator, sound interpersonal skills and the ability to make presentations to

external organisations and events.

- Proven track record in building and maintaining relationships at Senior Executive and/or Board level.
- A strong commercial focus that illustrates business acumen and market insight which has resulted in the creation or expansion of profitable business services/products.
- Effective negotiation, influencing and communication skills.
- A proactive self-starter with the ability to multitask, establish and rearrange priorities, and maintain focus in a fast-paced environment.
- Relentless results-orientation.
- Strong organisational skills and attention to detail.

If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate as part of the recruitment and selection process.

Interview stage

At interview stage, candidates will also be assessed against the following criteria:

- Skilled communicator, sound interpersonal skills and the ability to make presentations to external organisations and events.
- Commitment to the ethos and values of CO3.
- A high degree of personal and professional credibility to engender trust and inspire external stakeholders.
- A credible and confident communicator.
- Highly self-motivated creative and determined with the ability to take initiative and problem solve effectively.
- Ability to work collaboratively with a wide range of stakeholders, including internal staff teams.
- Excellent professional maturity and integrity, particularly in handling confidential personnel matters.
- Commercially focussed and driven, who clearly demonstrates their ability to meet and exceed KPIs.
- Knowledge of the Third Sector.

Please note that the interview will not be restricted to these specific points but will consider the overall role outlined in the Job Description and Personal Specification.

Guidance notes on completing your application form

- Please complete the application form provided, to ensure an equitable recruitment process. CVs in lieu of the application form cannot be accepted.
- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the shortlisting criteria.
- You should ensure that ALL sections of the application form are completed.
- You should ensure that you provide evidence of your relevant experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities or to simply state that you possess the criteria as this must be fully demonstrated in response.
- CO3 will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.
- Please be mindful of the word count restrictions on the application form.

Monitoring

Please complete the Equal Opportunities Monitoring form within the main application pack. It will not 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 Nora Smith 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.

Equal Opportunities

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

Application Process

The deadline for completed applications is **12 noon, Friday 18 May 2018.**

Your completed application should be sent as follows:

Nora Smith
Chief Executive
Confidential
Chief Officers 3rd Sector (CO3)
34 Shaftesbury Square
Belfast
BT2 7DB

In addition, an electronic copy of the application form should be emailed to nora@co3.bz

We cannot accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid, normally a large letter stamp, to return the form.

Contact Details

If you have any queries regarding the recruitment process, please contact: by e-mail nora@co3.bz or telephone 028 90 245 356

Timescales

Closing Date for Applications	First Interview	Final Interview
Friday 18 May at 12noon	Tuesday 22 May 2018	Thursday 24 May 2018

Unseen and seen tasks will be used as part of the interview process.