



Diversity Mark

14 Month Maternity Cover / Secondment Opportunity

Job Title:	Head of Business
Organisation:	Diversity Mark NI Ltd.
Location:	Combination of home based and office: 41 Arthur Street, Belfast, BT1 4GA
Salary:	£41,000 - £48,000 full time equivalent (dependent on experience)
Hours:	Part time role over 3 days weekly, or 21 hours worked flexibly Longer hours / full time will be considered
Contract Type:	Can be either a 14-month temporary contract or a 14-month secondment
Reporting to:	Chief Executive, Women in Business NI

Overview:

This is an exciting opportunity for an individual to develop their skills whilst gaining new perspective in a purposeful role leading a third sector organisation.

The right person will be able to think strategically, seeing the bigger picture and delivering objectives to develop and grow the business throughout the UK and Ireland. They will lead the organisation for a period of 14 months at an exciting stage of growth and an important, and crucial time for Diversity and Inclusion.

Key tasks:

- In agreement with the Chief Executive, create and implement sales plans to grow revenue and expand the signatory market and sector growth within the UK and Ireland.
- Work closely with the Engagement Manager to achieve monthly business revenue targets to grow the DMNI business.
- Monitor and direct the sales and marketing activities of the organisation.
- Propose and co-ordinate agreed strategies for the development of the company, to ensure that DMNI is positioned as a trusted authority in Diversity.
- Along with the Engagement Manager, ensure that existing relationships are nurtured and developed ensuring on-target retention of existing signatories.
- Represent and promote the interests of the company via external conferences, events, and meetings.
- To have in-depth knowledge of the DMNI signatory and assessment process along with employer and global diversity initiatives.
- Attend board meetings and provide monthly financial results, forecasts and update relevant KPIs.



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Requirements

Essential

- Five years proven track record in a senior level position (Head of marketing / business development or customer relationship)
- Strong communication skills with the ability to host events and communicate, present, and speak to relevant stakeholders
- Excellent organisational skills
- Experience of managing budgets
- Business related degree or strong educational background
- Proficiency in Excel, Database Management & CRM Systems

Desirable

- Knowledge of Diversity and Inclusion best practice
- Market Growth Management Experience
- Experience in leading a sales or marketing team
- Sales skills with a track record for exceeding sales targets

Please visit <https://diversity-mark-ni.co.uk/> for more information on Diversity Mark NI.

How to apply:

If you consider that you meet the selection criteria for this role/secondment, please submit your application via email to:

christine@diversity-mark-ni.co.uk by Friday 30th April at 6pm.

Applications must consist of the following:

- a curriculum vitae
- a covering letter explaining how the candidate meets the eligibility and selection criteria (no more than 1 page)