



ParentingNI

Candidate Information Pack

For the position of

Income Generation Manager

Completed Application Forms must be returned to
Parenting NI by 12.00noon on Thursday 29th February 2024

Interviews will take place on Wednesday 6th March 2024



Foreword from the CEO

Dear Applicant

Thank you for your interest in the post of Income Generation Manager at Parenting NI. It is an exciting time for the Charity as we continue to develop new services and resources which build on our success to date. We are looking for an enthusiastic and organised individual to join our highly professional team.

Parenting NI has developed a range of highly professional and unique services which are delivered to groups of parents and practitioners in addition to more specialist individual support. We are ambitious to continue to grow and develop these services further and a key element to this is the work of the Income Generation Manager who will play a lead role in the sustainability and future development of Parenting NI. Reporting directly to the CEO, and as a member of the Senior Leadership Team, the Manager will be responsible for income generation, Parenting NI's social enterprise, corporate partnerships, events and promotion.

If you share our passion to improve the outcomes for our children and young people through supporting their parents all across Northern Ireland, we welcome you to apply for this position.

Yours sincerely



Charlene Brooks
CEO

PARENTING NI BACKGROUND

Parenting NI has been supporting parents across Northern Ireland since 1979, helping them to thrive and improve outcomes for children and young people. As the leading parenting support charity our focus is on prevention and early intervention to improve outcomes for children and young people by supporting their parents. Parenting NI works in partnership with statutory, voluntary and community groups to ensure that parents are able to access the range of support they need to optimise the outcomes for their children. By working collaboratively, organisations can co-ordinate their expertise and deliver services efficiently, thereby improving the chances of better outcomes for children, young people and families. Parenting NI provides a wide range of user-informed services. We greatly value the feedback and input of parents in all of the services that we provide. As parenting changes, it is essential that the support offered to parents adapts to new challenges and that Parenting NI remains at the forefront of evidence based and evidence informed parenting support practices. Parents are both our clients, and our most important stakeholders. While we value the fantastic relationships we have built with government departments, other charitable organisations and civil society, it is essential that our forward direction is determined by what parents want.

TOTAL REWARD STATEMENT

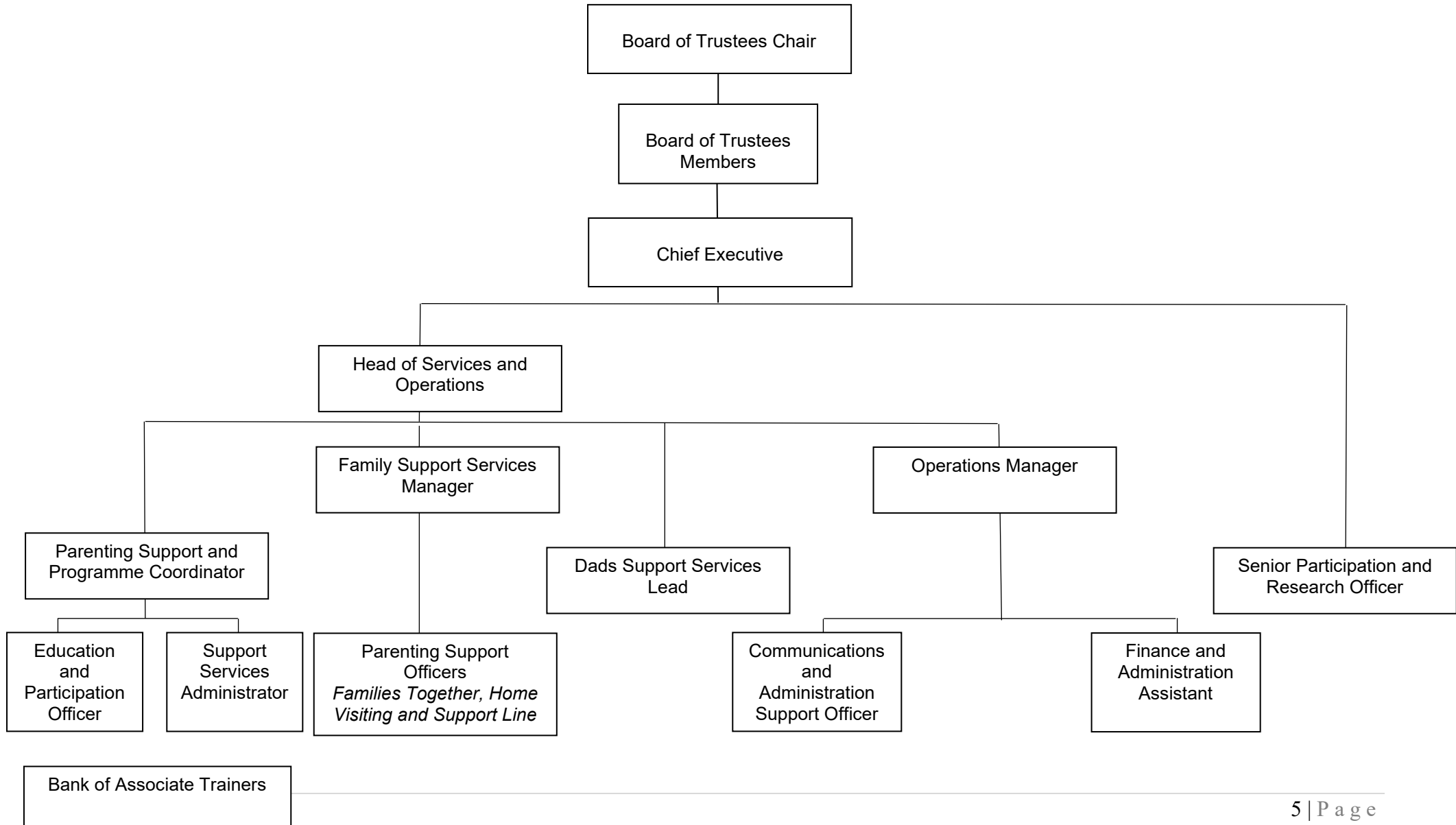
Parenting NI are committed to valuing our fantastic staff – ensuring that they continue to develop and feel fulfilled. By doing so, we can ensure that we provide support that is timely and effective, as well as retaining talented individuals who are dedicated to improving outcomes for children and parents alike.

Parenting NI values our employees and provides an enhanced package of employee wellbeing support which includes:

- Sector competitive salaries
- Enhanced paid annual leave
- Clear policies and procedures
- Mileage allowance at the HMRC rate
- Salary sacrifice for pension, childcare and charitable giving
- 4% contributory pension scheme
- Enhanced sick, maternity, paternity and adoption pay
- Annual increments to top of scale and cost of living increase (pending Board approval)
- Time Off in Lieu in compensation of additional hours worked
- Structured Annual Performance Reviews
- Occupational Health
- Individual support through regular supervision
- Team building and staff team days
- Comprehensive induction programme
- Organisation wide training and development opportunities
- External training and development opportunities linked to role, strategic plan, individual requests and competencies
- Membership of role related organisations
- Celebration of Individual and Team success
- Kingsbridge Private Hospital Diamond Club member

In addition, Parenting NI promotes Employee Wellbeing, which is facilitated by a staff member for the benefit of the wider team. The representative organises staff wellbeing talks and activities as well as promote ideas for a healthy team.

ORGANISATION CHART



JOB DESCRIPTION

Job Title	Income Generation Manager
Reporting to	Chief Executive
Responsible to	The Board of Trustees
Location	Hybrid working between home and at least one day per week in our Belfast Head Office – Parenting NI, First Floor, Unit 3, Hawthorn Office Park, 39a Stockman’s Way, Belfast, BT9 7ET
Hours	34.5 hours per week (Monday to Thursday 9.00am – 4.30pm and Friday 9.00am to 4.00pm) hours negotiable
Salary	£31,538.52 per annum NJC Scale PO1 scp 27, (£33,820 FTE)
Pension	4% Employer contribution
Holiday	19 flexible days per annum plus 22 fixed days when the office is closed which includes statutory and customary holidays (pro rata)
Duration	Permanent contract subject to funding (6-month probation period)

Job Purpose:

The Manager will play a lead role in the sustainability and future development of Parenting NI. Reporting directly to the CEO, and as a member of the Senior Leadership Team, the Manager will be responsible for income generation, Parenting NI’s social enterprise, corporate partnerships, events and promotion.

Main Tasks:

Income Generation

- To work with the Head of Services and Operations on an annual income generation strategy
- To identify opportunities for funding to ensure sustainability of Parenting NI services
- To draft responses to Trusts/Foundation and other relevant funders and commissioners
- To monitor e-tenders and identify opportunities for funding
- To support completion of tenders and applications
- To maintain detailed records of all applications and responses

Social Enterprise

Parenting NI currently has an established Social Enterprise – Parenting Family which includes; Employee Wellbeing, Online Hub, Financial Wellbeing and Top Tip Sessions. The postholder will be responsible for promoting Parenting Family to a wide range of stakeholders as well as:-

- To secure sales of all strands of Parenting Family including annual subscriptions and employee wellbeing seminars
- To monitor Parenting Family usage and provide feedback to all relevant stakeholders
- To nurture relationships with all Parenting Family clients

In addition Parenting NI are keen to consider new ideas and the Manager will lead and support:-

- The development of new business ideas for Parenting NI
- The diversification of income streams via the development and establishment of relevant social enterprises
- The promotion of all social enterprises within Parenting NI

Corporate Partnerships

- To nurture existing relationships and develop new relationships
- To identify opportunities for partnerships
- To facilitate networking opportunities and/or events for relevant stakeholders
- To attend external events to raise profile of Parenting NI and/or Parenting Family

Working Arrangements:

This post will suit an established professional with a proven track record of development and improved sustainability. It will be attractive to someone who enjoys variety, creativity and using their own initiative. It requires the post holder to be flexible and to work occasionally outside normal office hours to meet the emerging demands of the work.

This post is regional and involves work throughout Northern Ireland and at times in other jurisdictions. The Manager must be committed to the ethos and principles of Parenting NI.

PERSONNEL SPECIFICATION INCOME GENERATION MANAGER

	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> • Level 6 / Degree level qualification in relevant discipline (consideration will also be given to applicants who can demonstrate they are qualified by experience i.e. a minimum 6 years' experience generating income from a variety of sources) 	
Experience	<ul style="list-style-type: none"> • Employed for at least 2 years within the last 5 years in an income generation role to include:- <ul style="list-style-type: none"> ○ A proven track record in planning and preparing successful grant funding applications and/or tenders ○ Experience of creating and implementing a successful income generation plan ○ Experience of seeking corporate partnerships and/or sponsorship 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector
Abilities	<ul style="list-style-type: none"> • Effective communication and presentation skills, both written and oral including collating high quality reports in a range of formats • Experience of engaging, representing and networking with external stakeholders in the public, private and charitable sectors • Effective organisational skills and prioritising workload • Excellent record keeping • Ability to work flexibly 	<ul style="list-style-type: none"> • Interest in parental wellbeing and work-life balance

	<ul style="list-style-type: none"> • Highly proficient in the use of all Microsoft Office Professional software • Strong attention to detail 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the importance of working as part of a team • Understand the importance of building relationships with a wide range of stakeholders • Understand best practice and have a proven track record in writing successful high value fundraising proposals and budgets that secure funding from corporate donors, trusts and foundations • Understanding of the fundraising environment and the impacts of these on the potential success of funding applications and tenders 	<ul style="list-style-type: none"> • Knowledge of policy issues relating to parenting • Knowledge of commissioning structures • Understanding of public, private and third sectors
Qualities	<ul style="list-style-type: none"> • Innovative, dynamic, energetic and solution-focused • Exceptional people skills and relationship builder • Professional, creative and self-motivator • Ability to maintain strict confidentiality and committed to the values of Parenting NI • Ability to demonstrate sufficient mobility to carry out requirements on a Northern Ireland basis • Eligibility to work in the UK 	

The organisation reserves the right to enhance the criteria for shortlisting