

CANDIDATE INFORMATION

Commercial Projects Manager

Background of Enterprise Northern Ireland

Enterprise Northern Ireland ('ENI') was formed in March 2000 as the umbrella organisation for the network of Local Enterprise Agencies ('LEAs'). The network consists of 28 LEA's with agencies based within the 11 council areas across Northern Ireland. ENI supports, coordinates and quality assures the LEA network to ensure that the agencies provide an integrated service to new and existing businesses across Northern Ireland.

The purpose of ENI is, through the LEA network, to enrich local communities and grow the NI economy through the support and development of entrepreneurialism and enterprise.

ENI has three key areas of activity:

- Business Support - ENI has extensive experience in managing both national and cross-border entrepreneurship programmes, and funds, which provide a high quality, value added continuum of support which complements local and national government strategies for entrepreneurship, enterprise & successful economic development.
- Network Support - ENI provides support to LEAs including continuing professional development, joint purchasing, brand development, international business development, members E-zines and tender support
- An informed Voice - ENI represents the interests of LEAs and lobbies on behalf of small businesses;

ENI is accredited through 'Investors in People' and 'ISO 9000'.

Further information about our organisation may be found on our website [www. enterpriseni.com](http://www.enterpriseni.com)

Making Your Application

Please read the following guidelines carefully. ENI provides this information to help ensure you complete your application fully and that each candidate is provided with the same opportunity.

- Do not use acronyms and/or complex technical detail, etc. Write for the reader who may not know your employer, your team or your job.
- It is the responsibility of the candidate to provide sufficient information so that the panel can determine whether the criteria have been achieved or not. Please provide clear specific details including qualifications etc.
- In order to **demonstrate** experience, you should provide concise examples as evidence that you can meet the criteria and/ or have this competence; be sure you can expand on these at interview.
- Write down clearly your personal involvement in any experience you quote. It is how you actually carried out this piece of work that the selection panel will be interested in.
- Identify relevant examples – 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 invited to interview.

An application form is designed to ensure that candidates provide the necessary information to determine how they meet with the post's requirements and the eligibility/shortlisting criteria. Please note, to ensure equality of opportunity for all applicants:

- We will not accept CVs, letters, additional papers or any other supplementary material in place of, or in addition to, completed application forms.
- Candidates can complete the application form via word processing or legible, block capitals using black ink.
- Applicants must not reformat the electronic application form.
- Applicants must complete **all** aspects of the form, otherwise their form will be rejected on the basis that it is an incomplete form. If you do not have experience in an area, then you should state this e.g. "no experience in this area"- do not leave the section blank.
- If you elect to submit your application via email then you must select the text box at the declaration section at the end.

ENI will not accept incomplete application forms, nor application forms received after the **closing date of 12.00 noon on 3rd June 2019** or reformatted forms. Candidates are required to meet the closing deadline for receipt in this office. Please note that the time of receipt for electronic submissions will be defined by ENI's server and not the date and time sent. Please note that the time and date of receipt for hardcopy submissions will be defined by date and stamp of our office.

Equal Opportunities Monitoring Form

Under Fair Employment legislation in Northern Ireland, ENI is required to monitor the community background of candidates. All candidates are, therefore, required to complete the Equal Opportunities Monitoring Questionnaire Form.

Candidates returning their application by email should also email their completed Equal Opportunities Monitoring Form. This will be printed on receipt and **retained separately** from

your application form. The Equal Opportunities Questionnaire Form **is not** part of the candidate information provided to the selection panel.

The Appointments Process

Shortlisting will be based on an assessment of how well the candidate demonstrates in their application form that they meet the criteria and/or competencies as asked on the application form. Shortlisting will be conducted following the closing date for applications.

A shortlisting mechanism will be applied to the evidence provided by candidates in their applications against the criteria. Hence it is very important that candidates clearly demonstrate the extent to which they satisfy each criterion specified.

A panel interview including competency based questions will be carried out. ENI reserves the right to hold interviews at any stage of the process and second interviews if considered necessary.

Necessary Checks

A candidate will not be appointed unless they satisfy all aspects of the selection process, which will include relevant pre-employment checks, eligibility to work in the United Kingdom and satisfactory references.

Interview Timeframe

Interviews will be scheduled for **Tuesday 18th June 2019** in Enterprise Northern Ireland offices, Limavady. Candidates will be informed if there are likely to be changes to this timeframe.