

INVEST NORTHERN IRELAND SERVICE PROVIDER DATABASE REGISTRATION

Invest Northern Ireland offers a range of Capability Development Solutions schemes to help businesses to access specialist knowledge, expertise or experience not otherwise available within their company.

Financial support is available for:

- **Mentoring advice and guidance** on how to build and manage a business, set objectives, seek out blockages, address limitations.
- **Consultancy** to challenge and understand company ambitions and direction, or develop marketing or growth strategies, identify and set goals or objectives, address specific bottlenecks or commercialise new products.
- **Interim management** to implement a strategy or marketing plan, drive efficiencies, technically challenging projects or new product objectives.
- **A Non-Executive Director** to focus on board matters, strategic direction, monitor executive performance, increase commercial awareness and improve corporate governance.
- **Facilitators** to manage time-limited collaborative growth projects, enabling participating companies to maximise collaborative opportunities in the development of innovative and/or new products, processes or services.

Companies complete a short application form indicating the key business and solutions areas for which they are seeking support.

Most companies receiving grant support source their own preferred Non-Executive Director / Interim Manager / Consultant / Mentor / Facilitator. There are, however, occasions when companies request guidance from Invest NI to source suitable suppliers.

Invest NI cannot actively promote or endorse any service provider, but we do wish to help companies by maintaining a **database only** of experienced service providers who are interested in providing business improvement services.

When a company asks for help to source a supplier, the database will be filtered based on the areas of sectoral and functional knowledge they are looking for. Invest NI will pass a list of names with email address, telephone numbers, country of residence and LinkedIn profile/website addresses (Shared Information) to the company to allow them to carry out their own sourcing.

Companies will be informed that each of the service providers set out in the Shared Information is an independent third-party who is not entitled to (and does not) represent Invest NI or act or advise on behalf of Invest NI. Invest NI is not entitled to (and does not) act as an agent or partner of any of those service providers, nor does it recommend or endorse any of those service providers or the services they provide.

All contact will be directly between the company and its chosen service provider(s). Invest NI will not have any input into this process.

We are now inviting Expressions of Interest (Eoi) for registration on this database from suitably experienced **individuals only** interested in acting as:

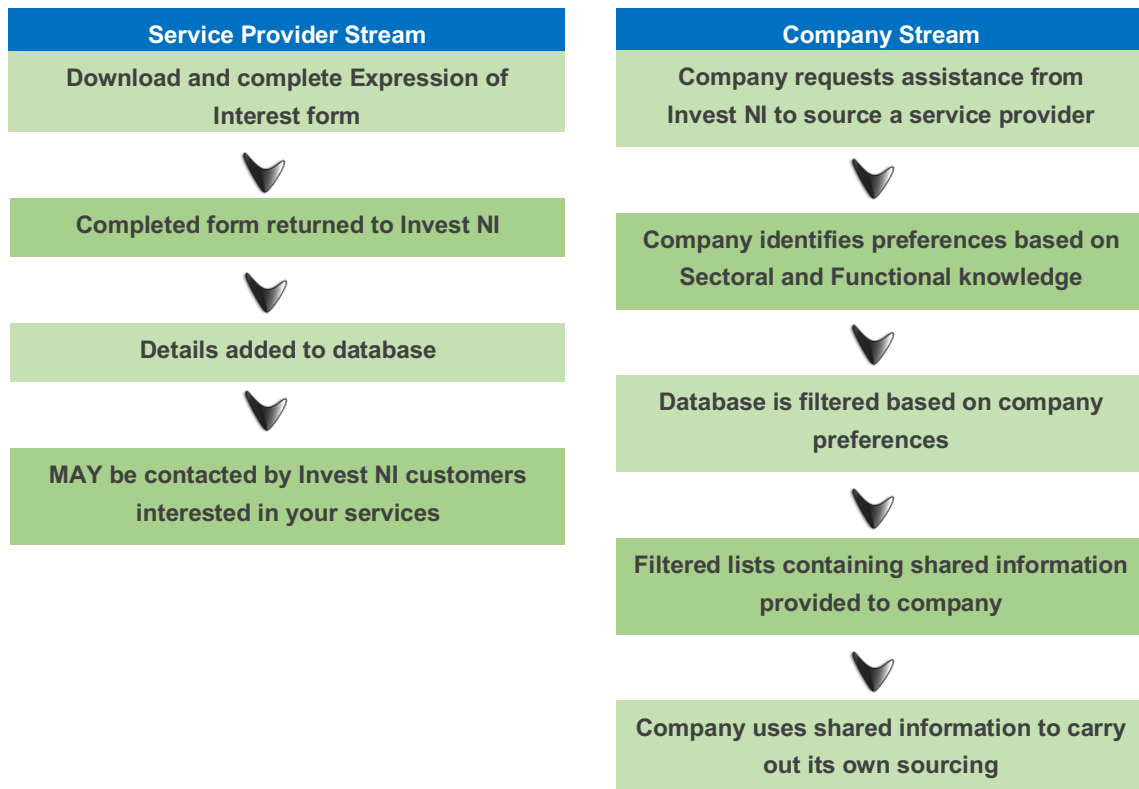
- Non-Executive Directors¹
- Interim Managers²
- Strategic Business Mentors
- Consultants to small businesses
- Mentoring for small / micro business / social economy enterprises
- Facilitators

Please see the Appendix for the criteria for each role.

Individuals interested in registering on this database should complete the Expression of Interest form and return it to serviceproviderdatabase@investni.com

¹ <https://www.iod.com/services/information-and-advice/resources-and-factsheets/details/what-is-the-role-of-the-nonexecutive-director>

² An experienced manager on a short-term contract to tackle a specific business issue or problem. The Interim Manager will have hands-on management responsibility for delivering the project and should facilitate transfer of expertise, knowledge and experience to embed new methods.



- Information contained on the register and online links will be supplied by the individual service provider and will not be independently checked or verified by Invest NI.
- Competencies and eligibility of providers will not be validated nor will specific recommendations be made to customers.
- Invest NI will not hold, nor make available to customers, information other than that provided in the template and on-line links. This includes CVs.
- Providers should ensure that they have adequate Personal Indemnity Insurance³.
- Registration on the database does not imply any contractual arrangement between Invest NI and the service provider.
- The database will remain open to allow further service providers to be added to it.

For the avoidance of doubt

- Inclusion on the Invest NI database is not, and cannot be interpreted as, offering any indication or certainty that the individual will receive any offers of work as a result of such inclusion.
- All contractual arrangements will be between the company and the service provider (Non-Executive Director / Interim Manager / Consultant/Mentor/ Facilitator).
- It is not a condition of grant based support that companies should only source suppliers from an Invest NI database.
- Companies are expected to satisfy themselves that their preferred supplier has the necessary knowledge and skills to deliver the project or assignment. (The guidelines in the Appendix will be relevant to this assessment.) Invest NI reserves to itself the absolute right to decline, withhold or withdraw support for any project or supplier.

³ <https://www.nibusinessinfo.co.uk/content/professional-indemnity-insurance>

SERVICE PROVIDER DATABASE REGISTRATION

EXPRESSION OF INTEREST FORM

Invest NI cannot hold or make available CVs of database registrants. You are only required to complete this Expression of Interest Form.

CONTACT DETAILS

Name

Business Name (if appropriate)

Country of Residence

Telephone no.

Mobile no.

E-mail

FURTHER ONLINE INFORMATION

Website

LinkedIn

Twitter

Other

SERVICES OFFERED* - PLEASE TICK RELEVANT BOXES

Non-Executive Director

Strategic Business Mentor

Interim Management

Consultancy

SME Mentoring

Facilitator

*See Appendix for the criteria for each role.

As part of registering in this database it will be necessary for Invest NI to share the information you provide in this Expression of Interest form. This will include sharing your contact details and areas of expertise with Invest NI customers. By completing this form you agree to Invest NI sharing this information. You can withdraw from the database at any time by letting us know at serviceproviderdatabase@investni.com

To find out more about how we use your personal data, including your rights, please see the Invest NI Privacy Notice at <https://www.investni.com/about-us/privacy.html>

Invest NI may also inform you about other relevant opportunities for business improvement services on behalf of third parties including local councils and business mentoring organisations. If you wish to receive information about these opportunities, please tick box.

You can choose to opt out of receiving these emails at any time by letting us know at serviceproviderdatabase@investni.com

AREA OF SECTORAL KNOWLEDGE/EXPERTISE – PLEASE TICK RELEVANT BOXES

- | | | |
|---|---|---|
| <input type="checkbox"/> Advanced Materials | <input type="checkbox"/> Aerospace & Defence | <input type="checkbox"/> Business Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Creative Industries | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environment / Renewables | <input type="checkbox"/> Fast Moving Consumer Goods |
| <input type="checkbox"/> Financial, Professional & Legal Services | <input type="checkbox"/> Food & Drink | <input type="checkbox"/> Healthcare/Life Sciences |
| <input type="checkbox"/> ICT | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Materials Handling |
| <input type="checkbox"/> Pharma/Biotech | <input type="checkbox"/> Retail | <input type="checkbox"/> Tourism & Hospitality |
| <input type="checkbox"/> TV, Film & Digital | <input type="checkbox"/> Other – Please Specify | |

AREA OF FUNCTIONAL KNOWLEDGE/EXPERTISE – PLEASE TICK RELEVANT BOXES

- | | | |
|--|---|---|
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Compliance and Governance | <input type="checkbox"/> Digital Marketing |
| <input type="checkbox"/> Energy/waste management | <input type="checkbox"/> Export Market Development | <input type="checkbox"/> Financial Controls |
| <input type="checkbox"/> Financial Management Systems | <input type="checkbox"/> High Performance Start Ups | <input type="checkbox"/> ICT/software |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Lean Techniques | <input type="checkbox"/> Managing Growth |
| <input type="checkbox"/> Marketing Strategy | <input type="checkbox"/> Operational Strategy | <input type="checkbox"/> Organisational Development |
| <input type="checkbox"/> People Management Strategy | <input type="checkbox"/> Profit Improvement | <input type="checkbox"/> Quality Management |
| <input type="checkbox"/> R & D Project Management | <input type="checkbox"/> Raising Finance | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Recruitment, Training & Development | <input type="checkbox"/> Restructuring/ Turnaround | <input type="checkbox"/> Sales Strategy |
| <input type="checkbox"/> Scaling ⁴ | <input type="checkbox"/> Succession Planning | <input type="checkbox"/> Supply Chain Management |
| <input type="checkbox"/> Tendering | <input type="checkbox"/> Other – Please Specify | |

⁴ Scaling – Ambition to achieve growth of at least 20% from a company with a Turnover of c£10m

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Appendix to Expression of Interest Form

| Role/Service | Eligibility Criteria | Essential Criteria | Desirable Criteria |
|---|---|--|--|
| Non-Executive Director & Strategic Business Mentor | Previous <u>recent and relevant*</u> experience in a Non-Executive Director, Executive Director or senior management role | <p>Able to demonstrate high-level business experience and proven business acumen including:</p> <ul style="list-style-type: none"> • <u>recent and relevant*</u> business experience gained in a non-consultancy role • strategic awareness • monitoring and challenging executive management • risk management • leadership • ability to manage resources effectively and innovatively • personal effectiveness <p>Adequate Professional Indemnity Insurance</p> | <ul style="list-style-type: none"> • Able to demonstrate ability to meet the Interim Manager Eligibility Criteria • Membership of Institute of Directors/ Chartered Director status • Third level business qualification • Experience of managing change in a growth business • Independence of mind and impartiality • Substantial business experience managing a growth business |
| Interim Manager | Previous <u>recent and relevant*</u> practical management experience identifying, managing and utilising resources to deliver business objectives | <p>Able to demonstrate specific functional and/or sector knowledge and expertise with practical management responsibility for:</p> <ul style="list-style-type: none"> • managing resources effectively and innovatively • managing performance • objective setting • delivering against objectives <p>Adequate Professional Indemnity Insurance</p> | <ul style="list-style-type: none"> • Membership of relevant professional body (CIPD/CIM/ CMI etc.) • Third level business qualification • <u>Recent and relevant*</u> business experience gained in a non-consultancy role |
| Consultant to SMEs | Previous <u>recent and relevant*</u> practical experience in consulting SMEs to improve competitiveness and encourage business growth | <p>Able to demonstrate specific functional and/or sector knowledge and expertise</p> <ul style="list-style-type: none"> • <u>Recent and relevant*</u> business experience of working with SMEs to develop strategies • Identifying and setting goals and objectives <p>Adequate Professional Indemnity Insurance</p> | <ul style="list-style-type: none"> • <u>Recent and relevant*</u> business experience gained in a non-consultancy role • Membership of relevant professional body (CIPD/CIM/ CMI etc.) • Third level business qualification • Business Adviser Qualification • Accredited Coaching Qualification |

| | | | |
|--|--|--|--|
| Mentors - small/micro businesses including social economy enterprises | Previous <u>recent and relevant</u> * experience in mentoring small /micro businesses and/or social economy enterprises | Able to demonstrate relevant functional and /or sector knowledge and expertise <ul style="list-style-type: none"> • <u>Recent and relevant</u>* business experience of scoping and delivering mentoring assignments at owner/manager/director level in the small/micro business sector • Achieving mentoring assignment objectives Adequate Professional Indemnity Insurance | <ul style="list-style-type: none"> • <u>Recent and relevant</u>* business experience gained in a non-consultancy role • Membership of relevant professional body • Mentoring/ Business Adviser qualification • Third level business qualification |
| Facilitators - to SME businesses including social economy enterprises operating as part of a collaborative network | Previous recent and relevant* experience in the facilitation of projects, or collective engagement with SMEs, social economy enterprises, and large private or public sector organisations | <ul style="list-style-type: none"> • Able to demonstrate experience in scoping and delivering collective assignments in the small/micro business sector • Able to demonstrate experience in delivering collaborative assignments/projects to tight deadlines • Able to demonstrate engagement with large private and public sector organisations including knowledge providers • Adequate Professional Indemnity Insurance • Able to demonstrate professional interpersonal and presentational skills | <ul style="list-style-type: none"> • <u>Recent and relevant</u> * commercial knowledge and business experience • <u>Recent and relevant</u>* facilitation, project management experience • Membership of relevant professional body preferred • Third level business qualification • Experience of business report writing • Knowledge and/ or experience of business model generation |

Recent and relevant is defined as business experience in 3 years of the last 8 years