







# Job Title Network Facilitator

**Reporting to** Reporting to the [Network Name] Network Steering Committee

**Duration** Funding has currently been secured for [specific period]

**Purpose** The XXXXX Sector is a growing world wide economic segment. The UK market for XXXXX grew year on year from £XX billion in 2010 to £XXX billion in 2015 (growth of XX%) and this trend was reflected in the NI sector. Increases for demand can be attributed to continued buoyancy of the XXX sector and favourable conditions within the XX sector. Associated sectors including XXXX, XXXX and XXXX have seen good growth over recent years.

This is a unique opportunity to work with the xxxx industry to help drive the implementation of the XXXX Collaborative Growth Network project by facilitating collaborative commercially focused activities that will enhance the competitiveness of the sector in order to take advantage of global opportunities.

You will be responsible for co-ordinating and facilitating action initiatives in the key areas of XXXX; XXXX; XXXXX; XXXX; XXXXX; and XXXX, whilst working closely with the XXXX Steering Committee and key stakeholders.

In addition you will facilitate the formation of networks of businesses to exploit current and anticipated XXXXX market opportunities and support

their development to deliver commercial success. These networks will need to engage both local and international companies (and networks) so as to deliver global sales.

**Specific duties** In association with the XXXXXX Steering Committee facilitate the establishment and administration of the XXXXXXX collaborative network and the day-to-day running of the Group. In particular, a key objective will be supporting individual businesses and stakeholders within the Collaborative Growth network, particularly through forming linkages. Another key function of the job will be to develop the action agenda for the Group through consultation with members.

# Key Tasks:

* Develop operating procedures and Terms of Reference for the XXXX collaborative network groups according to the agreed project plan.
* Identify and engage with key business and support organisations.
* Provide an effective formal and informal communications network.
* Liaise with identified partners and stakeholders in the XXXXX industry (inc. multi-nationals, government agencies, educational providers etc.).
* Identify market opportunities and help build collaborative networks which can respond effectively to the opportunities presented.
* Establish focus groups for relevant issues if appropriate.
* Draft the annual project plan for the implementation of XXXXX Strategy and agree with the XXXXX Steering Groups.
* Organise and manage workshops/events in accordance with the project plan and associated budget under the guidance and direction of the XXXX Steering Groups.
* Constantly work to understand the issues raised by focus groups/ events and develop an appropriate action agenda under the guidance of the XXXXX Steering Groups.
* Generate papers post events on issues of relevance (e.g. reports/ benchmarking studies etc.) in accordance with the project plan.
* Develop and implement an appropriate public relations strategy
* Report on progress against the agreed project plan to the XXX Steering Committee and Invest NI, as required

**Salary** To be negotiated based on experience and qualifications.