

# Queen's University Belfast

## Head of Operations and Planning (Philanthropy and Engagement)





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# Welcome

As Vice-President, Strategic Engagement and External Affairs, I am delighted that you are interested in the position of Head of Operations and Planning (Philanthropy and Engagement).

Queen's is an exciting place. A global top 200 university that delivers genuine impact both locally and internationally. Based in Belfast, a modern capital city known for its warm welcome and accessibility, as well as being a vibrant hub for the creative and tech sectors. It is a great place to live and work. We are immensely proud of what our city and our university will offer you.

The University is in the early phase of a transformational strategy. Our ten-year plan, Strategy 2030, sets out our roadmap to shape a better world through our education and research and reflects our aim to maintain close and mutually beneficial connections with our highly valued community of alumni, donors and advocates around the world.

This is a pivotal time to join us, a time when a new Executive Leadership team structure has recently brought together Development and Alumni Relations (DARO), Civic Engagement and Social Responsibility and Strategic Communications, under my oversight as Vice-President, Strategic Engagement and External Affairs. We see this as an enormous opportunity which supports our growth and the impact our work can have on the university and allow its staff and students to continue making a positive difference to society.

Alumni Engagement and Philanthropy are hugely important at Queen's and we have ambitious plans for the future. Philanthropy has played a significant role in shaping Queen's, with its impact visible across all corners of our estate and student body and Queen's alumni play a key role in the life of our University and are key global advocates and supporters.

As part of an ambitious plan to harness the potential and align to support Strategy 2030 goals, DARO is undergoing its own transformation which has already included investment in new roles to enhance Alumni Engagement, Philanthropy and the Operations and Planning team. This position is one of many to which we are hiring in the coming months and will play a key role in driving the transformation. Alongside myself, the incoming Director of Development & Alumni Relations and as part of the DARO leadership team, you will play a key role in the successful delivery of this growth and transformation. The work of the Operations and Planning team underpins everything within DARO and makes a significant strategic contribution. Indeed it is pivotal to ensuring the effective and efficient functioning of the department and delivery of its objectives in line with Strategy 2030.

If you share our vision and seek a challenging, exciting and fulfilling role - and have the experience, skills, passion, energy and inspiration we are looking for - I encourage you to apply to join us on our exciting journey.



**Ryan Feeney**

Vice-President, Strategic Engagement and External Affairs



# Background Information

Since 1845, Queen's University Belfast (QUB) staff, students and alumni have made a difference to societies, locally, nationally and internationally.

Today we are one of the UK and Ireland's leading Universities and continue to shape and serve the world around us through our research and teaching. Over 99% of Queen's research environment was assessed as world-leading or internationally excellent, with Queen's ranked 198 in the 2023 Times Higher Education World University Rankings.

This is an exciting time to join Queen's as we embark on the next phase of our development as a university. Our ten-year plan, Strategy 2030, sets out our roadmap to shape a better world through our education and research and reflects our aim to maintain close connections with our highly valued community of alumni around the world, ensuring they are ambassadors for Queen's and integral to the achievement of our success. As part of the delivery of Strategy 2030, a new Executive Leadership team structure has been created which brings together Development and Alumni Relations, Civic Engagement and Social Responsibility and Strategic

Communications under the leadership of the Vice-President Strategic Engagement and External Affairs, supporting the growth and enhancing the reach of the Development and Alumni Office.

## Queen's Rankings:

- One of the top 10 most beautiful historic universities in the UK (QS World University Rankings 2020)
- Belfast has the lowest cost of living in the UK (Mercer Cost of Living City Ranking 2021)
- Joint 1st in the UK for Research Intensity (Complete University Guide 2022)
- A member of the prestigious Russell Group of 24 UK research intensive universities.





## The Development and Alumni Office and the Queen's University of Belfast Foundation

The role of the Development and Alumni Office (DARO) is to secure vital philanthropic support for the University and build purposeful engagement with Queen's University alumni worldwide.

The Development and Alumni Relations team works in partnership with The Queen's University of Belfast Foundation, an independent charitable foundation which generates philanthropic support for the University and works with donors to create both vision and legacy using their gifts. A core part of our work is in fostering lasting relationships with those who share our vision for the future. The work of the Foundation is consistent with the University's mission to be a world-class university that links Northern Ireland to the global community through the life-changing experience we offer to our students, the distinctive contribution made to society by our graduates and the high quality and impact of our research. Philanthropic support enables the enhancement of this world-class research, student experience and facilities that would not be possible without the generosity of individuals, charitable organisations, trusts, funds and businesses who support our projects.

Since the establishment of the Foundation in 1999, two successful fundraising campaigns have been completed. The first 'Campaign for Queen's' raised

£150m towards the transformation of the campus and the student experience. The McClay Library, The Great Hall and The Patrick G Johnson Centre for Cancer Research and Cell Biology are striking examples of what was accomplished. The second, a successful £140m campaign, 'Beyond', was launched in October 2012, just two months before Queen's secured the largest-ever gift to the University – £15m for the Wellcome-Wolfson Institute for Experimental Medicine. This gift leveraged a further £10m from government and £5m from philanthropic sources and is just one example of the power of the collaborative efforts of the Foundation and the University.

During the past decade, Queen's has invested over £350m in projects to support world-class research and education and provide an exceptional student experience. Exciting redevelopments, many of which were supported philanthropically, include the refurbishment of the Lynn Library as a home for The Graduate School and the transformation of the former Library into a new School of Law – two outstanding resources which will benefit students, staff and academics. Pioneering projects at other locations include Riddel Hall – home to the William J Clinton Leadership Institute and Queen's Management School – now a 21st-century business hub delivering executive education and leadership programmes. The Wellcome-Wolfson Institute for Experimental Medicine on the City Hospital campus has brought together over 300 researchers to find cures for

eye disease, diabetes and other complex chronic diseases. Philanthropic support towards the creation of a new, high-quality Computer Science building has doubled the size of the existing facility – making it possible to accommodate and attract growing numbers of students, further enhancing collaboration with industry and integrating teaching and research in a stimulating location.

More recent examples of philanthropic support for capital projects include a £2m gift funding a new clinical skills training centre providing cutting-edge simulation education for all Queen's Medical, Pharmacy, Dentistry, and Nursing and Midwifery students; £1.5m donated by legacy donors towards the development of

'One Elmwood', our new flagship Student Centre and Students' Union building; a gift of £1m for the Queen's Management

School, supporting the development of further new innovative campus facilities at Riddel Hall; a gift of £1.6m is creating a Prostate Cancer Centre of Excellence at Queen's.

Through a programme of Alumni Engagement, we maintain life-long relationships with more than 200,000 alumni across the world, engaging regularly to build connections and community amongst alumni and with the University. Queen's alumni play a key role in the life of our University and continue to support us in a number of ways.



Alumni are kept up to date through a number of communication channels, including the newly branded alumni magazine, Lanyon, as well as through a wide range of associations and alumni chapters. In-person annual dinners, meet-ups and outings and the Annual Alumni Awards, sponsored by Allstate NI, form an important part of our engagement. Alumni are also members of Convocation which, through volunteer alumni leadership, creates opportunities for connectivity and engagement between alumni and the Queen's community. Convocation also facilitates representation to and dialogue with the University on behalf of alumni.



Alumni and Supporter Engagement is hugely important at Queen's and an area with significant potential. We are developing the long-term strategy for alumni and supporter engagement in order purposefully align it to support the University's institutional objectives.

### Current Priorities and Future Ambitions

DARO is undergoing an exciting period of transformation which has included investment in new roles to underpin fundraising and drive forward the strategy as we work to develop new and innovative opportunities to engage with our community of alumni and supporters and to foster sustained philanthropic relationships and support for Queen's.

Within the last 18 months, DARO has experienced an increase in the number of high value existing and prospective donors and we have ambitious aims to deliver growing, sustainable philanthropic income to support the mission and successful delivery of the University's strategic priorities. Through this programme of transformation, we aim to bring about a step change in the philanthropic performance of DARO from £4million new funds secured per annum to sustainably generate £7million per year by 2026/27, and subsequently £10million per year. Last year, 1,476 donors contributed more than £5.2 million towards projects and programmes across Queen's including oesophageal cancer research, widening participation, creative writing, scholarships and prizes,

outward mobility and various specific initiatives focused on enhancing the student experience.

Our current priorities for fundraising include The Seamus Heaney Centre, the Pathway Bursary Fund and Health.

### The Seamus Heaney Centre

This project will establish a landmark venue for the Seamus Heaney Centre at Queen's recognising Nobel Laureate, Graduate and Honorary Graduate, Seamus Heaney. Established in 2003, The Seamus Heaney Centre is now a leading centre for creative writing and a focal point for creativity and cultural engagement in Northern Ireland. With

student numbers up by 50% in five years and writing groups, events and workshops consistently oversubscribed, the current building is at capacity, restricting the Centre's potential and ambitions for student growth, innovation, and community engagement.

The new venue will be a public facing, accessible space, sensitively renovated to create an inspiring environment dedicated to excellence in creative writing and community engagement. Doubling the current footprint, it will combine academic offices and teaching spaces, with social, creative and community areas. It will include dedicated teaching rooms, workshop rooms, and a multi-purpose





large space, serving as a lecture theatre and event venue. An exhibition area will explore literary collections and artefacts, including the untapped Heaney archive held by Queen's. With the enthusiastic support of the Heaney family, we are currently in a fundraising campaign which aims to raise £3.925m from philanthropic sources to fund three key priorities which will unlock this exciting vision:

- An International Visiting Chair in Creative Writing to enhance the Centre's illustrious team of writers
- A landmark venue at the heart of the University, to replace the current building which is at capacity and reflect the significance of Heaney's legacy
- An outreach programme with educational and community groups to ensure that as many people as possible can benefit from the power of creative writing.

### The Pathway Bursary Fund

Queen's University is central to the socio-economic success of Northern Ireland and we are committed to addressing some of the key social challenges, such as poverty, inequality, conflict resolution and climate change through our research and teaching, and also through our role as a major civic institution in the region. As part of our commitment to tackling social inequality, we undertake a range of programmes under the umbrella term of 'Widening Participation' all of which aim to address patterns of underrepresentation

in higher education. One of these programmes is the Pathway Opportunity Programme (POP). This programme works with young people in years 13 and 14 to raise their aspirations and help them to access Higher Education. The programme, which piloted in 2017 with 12 students has grown exponentially to 137 in 2022. We estimate that 1,050 young people will gain a place at Queen's through POP in the next 7 years. In 2017, through an inspired and generous principal level gift, we established the Pathway Bursary Fund to provide annual bursaries to students who have accessed their place at Queen's through POP. We are currently focused on raising a total of £5m by 2030 to ensure students can continue to receive this vital support.

### Health

Our vision is to make Queen's and Northern Ireland a world leader in medical research, education and patient care. At Queen's we're finding new ways to tackle the great health challenges that affect the lives of millions of people around the world. We're advancing cancer care, taking the lead in personalised treatment. We're seeking to restore those vital functions lost by sufferers from MS. We're addressing the spread of hospital superbugs. We're helping to improve the survival rates of people with respiratory diseases. And we're focusing on cardiovascular disease and vision-related conditions. As a leader in professional healthcare training, Queen's is committed to delivering the highest quality educational experience. Over 1,100 healthcare students



graduate every year from the Faculty of Medicine Health and Life Sciences (MHLS), each of whom, over the course of their career, will care for thousands of patients; underpinning healthcare

provision and supporting vital services across the country. Philanthropy can make a significant difference in this area, accelerating research, creating new opportunities for collaboration, leveraging new funds, supporting the development of new facilities and supporting young people to make the most of their time at Queen's through study abroad opportunities and innovative learning and training opportunities.

### Student Experience

As well as our core priority projects, we are also currently actively raising funds for the Student Experience, this includes: The Annual Fund, Sport, Scholarships and Prizes and Student Enterprise. A key recent fundraising success, in line with the University Strategy 2030 goal to increase the global mobility of our students, was the creation of The Clinton Scholarship Fund. Launched in April 2023 in honour of President Clinton and our Chancellor, Secretary Hillary Clinton, this Fund will help to ensure that international mobility programmes are more accessible to young people who, due to circumstances and not ability, would not have access to these opportunities otherwise. It will enable students to experience study

programmes in the US ranging from a week to a year, broadening their horizons and raising aspirations, and to bring those experiences and learnings with them to wherever their future leads.

### Priorities for Alumni and Supporter Engagement



Our vision is engage our alumni with purpose, in line with the strategy of the University. We plan to transform the alumni relations offering into a comprehensive alumni engagement, communications and events programme to inspire and proactively engage with our community of graduates to deliver on key objectives within Strategy 2030, as well as supporting the objective of increasing DARO philanthropic performance.

We have plans to grow a team of Engagement managers in this area with the aim of increasing the role of alumni and honorary graduates within the life of the University in order to meet the objectives of Strategy 2030. The work of these strategic supporters will be developed in order to enhance reputation or networks; or to build meaningful support for the student experience, careers and employability, innovation and entrepreneurship, Sport or to support our efforts in International student recruitment and global partnership enhancement.

To do this, we will build a series of strategic programmes designed to engage alumni with purpose in support of Strategy 2030 goals. The Operations and Planning team will be crucial to underpin this vision for growth with an increasing emphasis and growing requirements for stewardship, research, data to inform decisions and management information. The important work of this team is a key enabler for the ambitious growth plans

across Philanthropy and Alumni and Supporter Engagement.

### Living in Belfast and the Queen's Campus

Belfast is a UK capital city, welcoming, easy to get around and an affordable place in which to live and study. Belfast has the lowest cost of living in the UK.

As Belfast flourishes as a global food, culture, arts and shopping destination, Queen's is at the social and cultural heart of the city, based only a 15 minute walk from the city centre.

If you are passionate about the arts, the Ulster Museum is close to the campus, hosting a number of significant art collections as well as contemporary exhibitions. The Queen's campus boasts the award-winning Naughton Gallery, one of Belfast's most exciting art spaces while the Seamus Heaney Centre for Poetry reinforces the University's reputation as a world literary power.

For those who love the performing arts the Brian Friel Centre for Theatre Research on campus is a world-class studio theatre for performing arts students and the Queen's Film Theatre offers a friendly intimate space that presents the best in classic and new world cinema. Queen's Students' Union regularly hosts DJs, bands and comedy gigs. Off campus a wide range of arenas, concert halls, theatres and clubs, play host to stand-up comedy, theatrical

performances and international artists.

The close-by cobblestoned streets of the Cathedral Quarter are home to bustling restaurants, pubs and arts venues, where modern street art and live music create the legendary Belfast buzz.

You'll find sumptuous cuisine from practically every nation and to suit any budget across the city and campus with access to authentic Irish bars, independent coffee houses, hidden speakeasys, artisan delis, and market fresh street food to Asian supermarkets.

If you enjoy the outdoors Belfast offers access to mountains, forests and stunning coastline which make up the rich landscape of the region where you can enjoy popular activities like mountain biking, surfing, golf, high ropes courses, archery or even dolphin watching.

Regular big sporting events hosted within Belfast include Elite Ice Hockey league with the Belfast Giants, Ulster Rugby and National Football or Gaelic sports.

For further information about living in Belfast visit: <https://www.qub.ac.uk/about/Living-in-Northern-Ireland/Life-in-Belfast/>

For further information about QUB visit: <https://www.qub.ac.uk/>



# The Role

## Job Title

Head of Operations and Planning  
(Philanthropy and Engagement)

## Location

Belfast, UK

## Reports to

Director of Development  
and Alumni Relations

## Responsible for

Overall team of 12

## Direct Reports

2: Development Services Manager  
Research Manager-  
Philanthropy & Engagement

## Key Relationships

University Secretary, Directors of  
Faculty Operations, colleagues across  
Development and Alumni office, and  
teams across: Information Services,  
Finance, People & Culture, Research &  
Enterprise, and Legal Services.

## Purpose

The Head of Operations and Planning (Philanthropy and Engagement) is a new strategic leadership role within the Development and Alumni Relations Office that will devise, deliver and evaluate a new operations strategy using international best practice for university philanthropic fundraising, communications and alumni engagement. The role is responsible for ensuring there is an effective infrastructure of systems, reporting and insight, practices, policies, and processes, and providing business management services including planning, HR, finance, and office management. This role includes the management of significant resources, leadership and development of a team as well as provision of advice and interpretation on University policies and requirements.

The Operations and Planning Team in DARO currently consists of 12 staff covering systems and data, gift management and administration, research and insight, and donor relations/stewardship. It is expected to grow over the next two to three years.

As a core member of the DARO Leadership team, the Head of Operations and Planning (Philanthropy and Engagement) will provide strategic and operational advice to the Director of

Development and Alumni Relations and work with the Director to develop and implement strategies and mechanisms to ensure the effective and efficient functioning of the department and delivery of its objectives.



# Key Criteria for Success

*After 12 months in post, the successful candidate will have:*

- Become a trusted leader of the Operations and Planning team, and maintained and grown the unit while delivering supporting strategies for the Operations and Planning team ensuring philanthropy and engagement objectives are achieved.
- Developed and grown the existing Development Services Team to be known as experts in their fields as an efficient, effective Operations and Planning team.
- Taken ownership of the directorate's financial, compliance and risk management processes including leading and owning the annual planning cycle and supported managers across the teams on budgeting.
- Taken the lead on all recruitment, retention and associated areas across the directorate.
- Become a valued senior colleague within the Development and Alumni team, with good working relationships with key stakeholders across the University.





# Key Responsibilities

- As a member of the DARO Leadership Team, lead the creation and delivery of supporting strategies for the Operations and Planning team to ensure philanthropy and engagement objectives are achieved, contributing to the development and delivery of overall DARO strategy.
- Provide high quality advice, initiating and preparing discussion papers, policy and process recommendations and performance reports to the Director of Development and Alumni Relations and any key committees.
- Determine financial and activity performance of the Directorate and present to appropriate University committees and external bodies.
- Play an integral role in the DARO leadership team to set and monitor targets and KPIs for DARO.
- Using insight and data, champion and embed high-quality data analysis and reporting that improves the understanding of stakeholder audiences, their supporter journeys, and increases the success of philanthropy and engagement activities.
- Ensure the provision of insightful actionable management information, including financial information and business insights. Develop reports and analyse to make data-informed observations in order to make ongoing improvements across philanthropy and engagement functions.
- Lead in the management and implementation of developments or projects arising from Strategy 2030 and continually review, enhance and develop administrative systems, policies and procedures to ensure optimal use of available resources.
- Ensure the delivery, to the highest standards of accuracy and industry standards, of a broad range of functions within the Development Operations and Planning Team including:
  - Strategic information management using the CRM (Blackbaud Raiser's Edge and NXT) and related information systems, such as online portals, donation pages, bulk email tools and interfaces to core university systems;
  - Gift processing and acceptance, accounting and financial management as per University and HMRC guidelines;
- Integrated prospect identification and research and an insights programme to support philanthropic aims and events and communications.
- Business management for the Office covering HR, budgeting and finance, facilities and office management for the growing team of 12 staff with a mix of remote and office-working.
- In conjunction with Finance Business Partners lead the development, costing and project management of a portfolio of strategic fundraising propositions, giving opportunities and bespoke cases for support that align with QUB priorities and set philanthropy teams up for success in delivering major and principal gifts.
- Ensure all agreed fundraising projects are effectively managed and monitored.
- Drive a continuous improvement agenda in the Department, identifying and implementing process enhancements aimed at improving effectiveness and efficiency.



- Keep abreast of professional and regulatory developments in charity administration and higher education fundraising and act as the University expert in all regulatory and statutory matters relating to philanthropy.
- Lead the DARO approach to compliance with relevant legislation, regulation and codes of practice, e.g. GDPR, PECR, Code of Fundraising Practice, PCI DSS and with all relevant QUB policies, particularly in relation to due diligence, gift/funding acceptance,

data security, systems, procurement and finance; act as primary interface with internal auditors ; work in partnership with the leadership team and auditors to analyse and agree annual audit schedule; support the auditors through the audit process with required documents and information to assist them to fulfil their mandate; review and action recommended improvements to policy and processes.

- Manage the administration of 'Friends of the QUB' (the 501c3 not-for-profit organisation in the USA), including ensuring compliance with relevant IRS tax and legal requirements in the USA, and any other overseas giving vehicles to ensure tax effective giving is available to all QUB donors, such as the Canadian Revenue Agency.
- Develop appropriate governance processes across campus in relation to DARO's work.
- Maintain a risk management approach, in line with the University risk management policy and framework, including compiling and maintaining a risk register, ensuring all risks have appropriate mitigations and are reviewed regularly by relevant managers and the leadership team; manage business continuity planning.



- Direct the annual planning process and prepare the DARO submission for the University's annual planning round, working with the rest of the DARO leadership team.
- Work with the Finance Division to prepare and manage the DARO annual budget and to monitor monthly reporting to ensure maximum value is delivered for the resources deployed.
- Act as the key strategic and operational liaison for DARO with the Finance Division and as the DARO finance and planning expert. analyse, interpret and translate management accounts, endowment fund information, and other relevant financial data; lead the production of DARO reports for University Management Board, the Foundation Board, The Friends of QUB, Inc. and their associated committees
- Provide exceptional management, motivation, leadership and direction to the Operations and Planning team to ensure collective skills and priorities contribute to measurable success; select, recruit, induct, coach and develop the team to deliver a high-quality service to stakeholders and support QUB philanthropy and engagement objectives; undertake all duties associated with line management.
- Manage the Operations and Planning team budget and ensure Directorate-wide compliance with QUB purchasing policies and financial regulations including being accountable for authorisation of expenditure, within guidelines agreed with the Director.
- Establish and maintain sustainable and effective relationships with key contacts across QUB, particularly those in professional services such as Finance, HR and IT, communicating and negotiating to ensure successful delivery of service.
- Participate in University-wide projects through membership of working groups and committees.
- Establish and maintain a network of key stakeholders external to the University in the HE and charity sectors for insight and best practice, including benchmarking analysis that can inform KPIs and monitoring metrics.
- Be responsible for DARO induction process and ensure delivery of any other Directorate or University HR policies; evaluate results of Pulse Surveys and advise leadership team of actionable outcomes.
- Undertake other duties that fall within the general ambit of the post and as required by the Director of Development and Alumni Relations.



# Person Specification

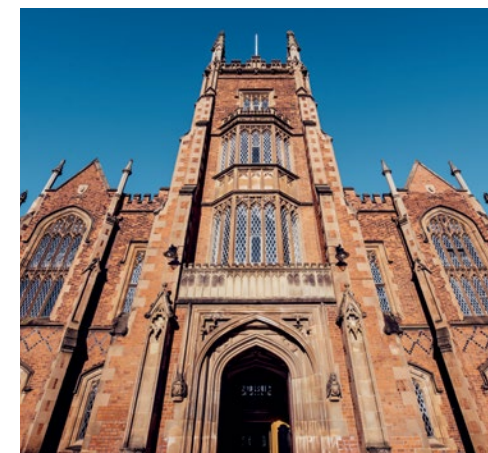
## Essential Criteria

1. A primary degree (or equivalent qualification) OR evidence of extensive strategic management and leadership experience working in a senior operations, project or management role in a large complex organisation.
2. Significant recent relevant experience and achievements in a senior operations, project or management role in a large complex organisation.
3. Experience of financial planning and budget management to achieve operational and strategic goals.
4. Experience of developing and implementing effective strategic and operational plans.
5. Experience of project management, process improvement with a proven ability to develop and implement policy, new management systems and to drive and maintain a process of continuous improvement.
6. Experience of working across multiple data sets developing appropriate management information and KPIs for a busy department.
7. Highly numerate with an understanding of statistical analysis and ability to gather and analyse complex data and draw strategic conclusions.
8. Strong team leadership capabilities with experience managing professional and middle management staff.
9. Experience in the management of significant change with effective outcomes.
10. Ability to set and deliver high service standards.
11. Ability to resolve complex problems – solutions focused.
12. Excellent written, oral communication and presentation skills for a range of audiences.
13. Excellent interpersonal skills with ability to influence, negotiate and build effective working relationships with a wide range of audiences.
14. Ability to organise own work and that of others in delivering multiple tasks and events, responding effectively to changing deadlines and conflicting priorities.
15. Resilient, able to work well in a fast-changing environment, sometimes under pressure and managing conflicting priorities.

16. Ability and willingness to work flexible hours as required to meet the needs of the post.

## Highly Desirable Criteria:

1. A relevant postgraduate qualification or professional qualification e.g. MBA, Management, Finance, a Chartered Accountancy qualification.
2. A project management qualification.
3. Experience of leading a development services or fundraising operations function in a Higher Education or not-for-profit organisation.
4. Experience of developing business cases for investment and change.
5. Experience of costing and developing fundraising propositions for major gifts
6. Experience of using a Blackbaud product.
7. Practical management experience of prospect research, fundraising database management, or gift management.
8. Demonstrable knowledge and understanding of regulatory and statutory matters relating to charity administration and higher education fundraising.
9. Demonstrable knowledge, understanding and use of Power BI tools.
10. Demonstrable understanding of data protection legislation and how it relates to fundraising/direct marketing activities.
11. Demonstrable understanding of the issues facing Higher Education globally and in the UK, and a commitment to universities as philanthropic causes.



# Next steps

## Terms

The salary for this role is positioned at £56,048 - £64,946pa depending on skills and experience. To discuss salary parameters please call Julie Baker, Consultant or Sonja Dunphy, Managing Director at Richmond Associates.

At Queen's our people are at the heart of everything we do. As a staff member you will become part of a vibrant organisational culture, which will provide you with the opportunity to achieve your full potential and enhance your career through a continuous focus on learning and development. The package includes:

- Pension schemes
- Family-friendly initiatives
- Career development opportunities
- Support for health & mental wellbeing
- Generous holiday entitlement of 8.4 weeks a year (made up of 23 days annual leave, 10 closure days and 9 bank holidays)
- Flexible working arrangements: Flexible working by enabling you to design your working week in collaboration with your manager through a blend of remote and office working
- Relocation package

Further information on the QUB package can be found at: [www.qub.ac.uk/directorates/HumanResources/pay-reward-and-benefits/](http://www.qub.ac.uk/directorates/HumanResources/pay-reward-and-benefits/)

Queen's University is committed to promoting equality of opportunity to all. We have created an inclusive culture by establishing staff networks such as iRise (Black, Asian, Minority Ethnic and International Staff Network) and PRISM (LGBTQ+) which help us progress equality.

We also subscribe to Equality Charter Marks such as the Diversity Charter Mark NI in addition to Athena Swan.

For further information on our commitment to Equality, Diversity and Inclusion, please visit: [www.qub.ac.uk/diversity](http://www.qub.ac.uk/diversity); [www.qub.ac.uk/sites/QueensGenderInitiative/](http://www.qub.ac.uk/sites/QueensGenderInitiative/) and [www.qub.ac.uk/sites/StaffGateway/StaffNetworks/](http://www.qub.ac.uk/sites/StaffGateway/StaffNetworks/)

## How to Apply

### Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.
5. Completed equal opportunities monitoring form.

## Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Julie Baker, Consultant at Richmond Associates.

Interviews with Queen's University Belfast will take place the week commencing **3 July 2023**.

(QUB will reimburse reasonable travel expenses to interviews upon presentation of receipts and within one month of the end of the recruitment process).

Closing date for applications is 9am on 16 June 2023.

Please send your application to **Shanelle Chong**, Business Support Assistant:

✉ [info@richmond-associates.com](mailto:info@richmond-associates.com) (preferred)  
☎ +44 (0) 20 3617 9240