

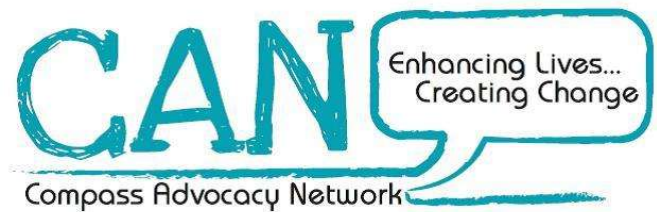


Candidate Information Pack

For the Position of

Social Enterprise and Income Manager





June 2025

Dear Applicant,

Thank you for expressing your interest in the post of **Social Enterprise and Income Manager**.

This is an exciting opportunity for the successful candidate to make their mark and help drive innovation within a well-respected organisation, recognised as a model of best practice. We value experience and attitude over qualifications so if you think you are the right person for the job we want to hear from you.

Please find enclosed relevant information relating to CAN and the role.

Please send us your **CV** and include a **covering letter** telling us:

1. Why you are attracted to this position: and
2. What you will bring in terms of previous experience?

PLEASE clearly demonstrate HOW you meet the Essential and Desirable Criterion in the covering letter as failure to do so may eliminate you from the process. Whilst not mandatory, we would welcome potential applicants to contact us and come for an informal visit prior to application. If you would like any further information, please do not hesitate to contact me on 028 275 23053 or email janet@compasspeople.org.

Applications must be sent to me (as above) by **Thursday 31st July 2025** at 4pm.

Thank you for your interest in Compass Advocacy Network.

Yours sincerely,

A handwritten signature in cursive script that reads 'Janet'.

**Janet Schofield,
Chief Executive Officer**

Background to the Organisation

CAN (Compass Advocacy Network) is an award-winning organisation based in Northern Ireland, recognised for its leadership in sustainability and its transformative impact on health and social care. With over 25 years of experience, CAN delivers creative, cost-effective solutions that place individuals at the centre of everything it does.

An independent, user-led organisation, CAN ensures the voices of its core service users are heard and valued through its active Board and dedicated People's Forum. Each year, CAN supports over 575 individuals, families, and carers through holistic programmes designed to meet diverse needs. In addition to its core services, CAN has developed several successful social enterprises that generate income while offering meaningful training and employment opportunities for people with disabilities and mental health challenges.

Despite the pressures of COVID-19, political instability, and a cost-of-living crisis, CAN has remained resilient—maximising income and streamlining operations to sustain and grow its services. Its long-term vision is to create a society where people with disabilities and mental health needs can fully realise their potential.

By 2028, CAN aims to generate at least 50% of its income through social enterprise activities, increasing its financial independence and sustainability. A key milestone in this journey was the 2021 acquisition of **Lislagan Farm**, an 11-acre site that will serve as a flagship facility, offering a unique blend of therapeutic, social, and training opportunities.

Refurbishment is about to begin on the farm's **Old Stone Cottage**, which will soon offer bookable accommodation and overnight respite care. This marks the first step in the development of CAN's ambitious **Respite Village**—a welcoming, inclusive environment designed to meet the evolving needs of children and adults with learning disabilities, autism, and neurodiversity, as well as their families and carers.

Lislagan Farm is a vibrant, multi-use space where individuals can connect with nature and community through meaningful activities all year round.

It stands as a beacon of CAN's commitment to inclusion, innovation, and sustainable impact.

This role will be critical in maximizing the benefits of the site.



Job Description

Job Title:	Social Enterprise and Income Manager
Reporting to:	COO
Hours of Work:	37hours (TOIL, subject to approval)
Location:	This role is based at Head Office location and any location of CAN's projects. This post may require travel across NI and occasionally outside NI. Reasonable Hybrid/Off-Site working enabled where appropriate.
Culture:	Flexible, life and family-friendly, happy to discuss working patterns to suit you.
Salary:	Depending on experience
Pension:	8% Employer contribution of salary
Holiday Entitlement:	25 Days plus 10 Statutory Days (Pro-Rata) increasing with long service

About You:

We want someone to join us who embodies our core values of ambition, passion, and integrity, dedicated to fostering positive social change and enhancing the lives of individuals in Northern Ireland. Your approach will reflect our ethos of active listening, non-judgment, and collaboration, both internally and externally.

You'll possess the skills and qualities necessary to cultivate strong and meaningful relationships, coupled with a commitment to collaborative work alongside the Senior Management team and our broader staff community.

Our organisational culture encourages an ego-free environment, fostering a relaxed and supportive atmosphere where authenticity is celebrated and encouraged in your role.

Purpose of the Role

The Social Enterprise and Income Manager will lead CAN's income-generating activities through strategic development and operational management of our social enterprises – including retail, recycling, and the future Respite Village.

They will be a key member of the Management Team, and will work closely with the CEO and COO to ensure social enterprise delivery aligns with CAN's mission, delivers high social impact, and is commercially viable. This role requires a dynamic, entrepreneurial leader who understands business, believes passionately in social change, and can bring people with them.

Key Responsibilities

Strategic and Operational Leadership:

- Lead on the strategic planning, growth, and innovation of CAN's social enterprise activities.
- Develop and implement business plans, income strategies, and enterprise models for retail, recycling, and the Respite Village.
- Support CAN's transition to a post-European funding model by generating sustainable income streams.

People & Enterprise Management:

- Manage and develop teams across CAN's shops and recycling sites (Currently 14 staff).
- Promote a culture of inclusion, safety, professionalism, and high performance.
- Work closely with the COO and Resource Manager to ensure alignment with CAN's operational priorities.

Commercial and Financial Oversight:

- Maintain oversight of budgets, performance indicators, and commercial metrics.
- Lead on pricing strategies, contracts, and supplier/customer relationships to ensure profitability and social value.
- Maximise opportunities for trading income, grants, and partnerships.

Impact & Engagement:

- Champion CAN's social mission within the community and with stakeholders.
- Represent CAN at relevant forums, networks, and business events to promote our enterprises.
- Work with the Marketing & Engagement Manager to promote visibility and storytelling around CAN's enterprise impact.

Other:

You will also be expected to:

- Attend training courses and events as required and share learning with other staff and the trustees, as relevant;
- Contribute towards other aspects of the CAN's work as required.

All staff are required to:

- Carry out their work in accordance with the organisational culture, values and behaviours;
- Be aware of, understand and comply with all the CAN's policies and procedures;
- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others;
- Always maintain the confidentiality of information received;
- Carry out such other appropriate tasks and work as requested;

- Attend and participate in staff meetings, team meetings and relevant training;
- Attend some of CAN's events each year;
- Identify improvements and efficiencies – we have a lean approach to our operations and are always trying to improve;
- CAN is an Equal Opportunities Employer.

Personnel Specification

To be considered for this role, you need:

- Entrepreneurial Thinking: Can identify and act on opportunities, is proactive and resilient.
- Leadership: Inspires confidence, models values-based behaviour, and can bring teams together.
- Commercial Acumen: Makes smart business decisions with social impact in mind.
- People Management: A strong communicator and empathetic leader who builds trust.
- Collaboration: Works well with diverse stakeholders internally and externally.
- Problem-Solving: Can navigate complexity and uncertainty with practical solutions.

Essential Criteria:

- Proven experience in developing and managing income-generating initiatives, business or enterprises.
- Demonstrated success in commercial leadership, budgeting, and business development.
- Experience of managing teams, motivating staff, and creating a positive, values-driven workplace culture.
- Strong project management and strategic planning capabilities.
- Understanding of or passion for the social enterprise/voluntary sector landscape.
- Hold a current Full UK driving licence or have access to transport to undertake the travel aspects of the role.

Desirable Criteria:

- Experience in retail, recycling, hospitality or property-based enterprises.
- Experience working with individuals with learning disabilities, autism or mental health issues.
- Familiarity with social impact reporting and community benefit models.
- Third-level qualification in business, management or related field.
- Experience of fundraising, particularly in venture philanthropy or social investment.

Other Requirements:

- Demonstrate a commitment to CAN's vision, mission, and core values: Ambition, Passion, and Integrity, along with the behaviours of Active Listening, Non-judgmental attitude, and Collaboration.
- Show dedication to Diversity, Equity, and Inclusion, willing to engage with a broad spectrum of individuals.
- Be available to attend both daytime and evening events across Northern Ireland, the UK, and Ireland.

N.B. This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

Equal Opportunities

Compass Advocacy Network is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

CAN is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. CAN aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Access NI (Criminal Convictions Check)

Please note, all successful post-holders are required to complete an Enhanced Disclosure through Access NI. In addition, this individual will also be required to handle cash, cheque and other transactions, necessitating total trustworthiness and reliability.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”. If you consider yourself to have a disability relevant to the position for which you are applying please contact Danielle McKee so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

References

Applicants are required to provide details of two referees. Referees will not be contacted until after the interview process. You should not provide anyone who is related to you as a referee.

Application Deadline

The deadline for completed applications is Thursday 31st July at 4pm.

To apply, please send your CV along with a Covering Letter (see above).