

# UCIT Candidate Information Pack

For the position of **Relationship  
Manager (RM/03/17)**

Completed Application Forms to be returned to:  
Sector Matters Recruitment, no later than 4.00pm  
Monday 24<sup>th</sup> April, 2017

6<sup>th</sup> April 2017

Dear Applicant

## **Welcome letter from the Chief Executive**

Thank you for expressing your interest in the post of Relationship Manager at UCIT.

It is an exciting time for UCIT, as we seek to build on our success to date and we are therefore seeking a new Relationship Manager to join our team.

This job information pack includes the following documents which you should refer to when completing your application:

- Background information on UCIT
- Job description and person specification
- Guidance notes on completing and submitting your application

We also ask that you complete the following documents:

- Equal Opportunities Monitoring Form
- Criminal Convictions Disclosure Form

May I take this opportunity to thank you for your interest in UCIT. We look forward to receiving your application.

Yours sincerely,

**Harry McDaid**  
**Chief Executive**

## **Background**

Ulster Community Investment Trust Ltd (UCIT) was established in 1995 in response to decreasing grant support from government and the difficulties experienced by community organisations in accessing commercial loan facilities. The organisation now stands as the key provider of social finance, free advice, business support and mentoring to the social economy sector in Northern Ireland and the Republic of Ireland.

As a registered charity, all profits generated by UCIT are recycled for reinvestment into the community and social enterprise sector.

Since January 2001, the UCIT Loan Fund has assisted over 360 community organisations, charities and social enterprises in Northern Ireland and the Republic of Ireland through providing social finance totalling in excess of £50m.

## **Staffing**

UCIT currently employs 10 staff.

## **Finances**

UCIT Ltd has net assets approximating £16m

For more information please visit our website

<http://www.ucitltd.com/ni-home.html>

## **UCIT JOB DESCRIPTION**

<b>Job Title:</b>	Relationship Manager
<b>Responsible to:</b>	Associate Director NI
<b>Responsible for:</b>	Building and managing a loan portfolio within the Community, Voluntary, Charity and Social Enterprise Sectors Sector
<b>Location:</b>	Based Belfast City centre with parking
<b>Salary:</b>	£31,000 plus 9% pension contribution
<b>Hours:</b>	40 hours per week

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### **Key Purpose of the post**

Building and managing a loan portfolio within the Community, Voluntary, Charity and Social Enterprise Sectors Sector

### **Summary of Main Responsibilities:**

- I. Build a portfolio of profitable loans across the CVSE sector
- II. Assess the business and financial risks associated with loan opportunities presented to UCIT as to ensure the protection of the book
- III. Assemble clearly articulated credit papers / proposals for sign off by the CEO / Credit Committee
- IV. Assemble clear and concise facility letters reflecting the terms and conditions on which loans have been approved
- V. Take direct responsibility for managing a designated section of the UCIT loan portfolio
- VI. Develop a full understanding of the UCIT credit management information systems and all other processes/systems as they relate to the role.
- VII. Develop a full working knowledge of UCIT's credit grading system and ensure that grades properly reflect the underlying risks in the portfolio
- VIII. Become fully familiar with UCIT's ISO procedures manual and take responsibility for its proper implementation
- IX. Achieve KPI performance outcomes as agreed in the annual operating plan
- X. Take responsibility for the management of underperforming risks within the designated portfolio
- XI. Provide mentoring support to clients as may be required in the credit assessment/assembly process

- XII. Contribute to the positive team spirit as exists across the UCIT group business
- XIII. Act as a convincing ambassador for the UCIT group in all external interactions

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum three years' experience in a relationship management role in banking</li> <li>▪ Minimum two years' experience in a credit management role in banking or financial services sector</li> </ul>	Minimum five years' experience in a relationship management role in banking.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of the banking and financial services industry and the ongoing developments within this industry</li> </ul>	
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Business related Degree, or professional accountancy or banking qualification.</li> </ul>	A banking qualification
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills and ability to communicate at all levels</li> <li>▪ Excellent presentation and written skills</li> <li>▪ Competent user of Microsoft Office</li> <li>▪ Self-disciplined, highly organised with the ability to work effectively when under time constraint pressures</li> <li>▪ Ability to work as part of a team to build and maintain effective relationships with colleagues, clients and external service providers</li> <li>▪ Ability to identify and mitigate potential risk.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Ability and commitment to working within the vision, aims, values of UCIT.</li> <li>▪ Committed to UCIT's policy of equality of opportunity.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Ability to work flexible hours and to travel throughout Northern Ireland and elsewhere at times if demanded by the job.</li> <li>▪ Full Current Driving licence and access to a car .Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</li> </ul>	

## Guidance notes on completing your application form

- Please complete the application form provided, to ensure an equitable recruitment process. Cvs in lieu of the application form cannot be accepted.
- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the short listing criteria.
- You should ensure that ALL sections of the application form are completed.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities. UCIT will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. 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 you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.

## **Monitoring and Criminal Convictions Disclosure**

Please complete the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short listing your application.

## **Equal Opportunities**

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

## **Additional Information**

### **Short-listing**

UCIT may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

The desirable criteria may be used for short listing if required.

UCIT reserves the right to apply enhanced short listing criteria.

### **Timescale for Interviews**

Candidates successful at shortlisting will be informed of the relevant dates as soon as possible.

Candidates should note that it may not be possible to offer alternative interview times.



## **Application Deadline**

**The deadline for completed applications is 4.00pm, Monday 24<sup>th</sup> April, 2017**

Your completed application should be sent as follows:

### **Hardcopy Applications**

Sector Matters Recruitment  
61 Duncairn Gardens  
Belfast  
BT15 2GB

### **Electronic Applications:**

[recruitment@sectormatters.com](mailto:recruitment@sectormatters.com)

### **Contact Details**

If you have any queries regarding the recruitment process, please contact: by e-mail [recruitment@sectormatters.com](mailto:recruitment@sectormatters.com) or telephone **028 9087 5015**