PEACEPLUS

Northern Ireland - Ireland

Co-funded by the

European Union | UK Government

Rialtas na hÉireann
Government of Ireland

Northern Ireland
Executive
www.northernireland.gov.uk

MANUFACTURINGNI

Application Form – Business Development Manager

(E-Data WP1)

This project is supported by PEACEPLUS,
a programme managed by the Special EU Programmes Body (SEUPB).

Job Description

Business Development Manager

(E-DATA: Work Package 1)

Employer:

Manufacturing NI Ltd

Location:

Usually from home but frequently at Ulster University in Derry – Londonderry and across Northern Ireland and the border counties.

Contract:

Fixed-term to 31 May 2029

Hours:

Full-time, 37.5 hrs/week, 24 days annual leave plus statutory, contributory pension

Salary:

£50,400 p.a.

Reports to:

CEO, Manufacturing NI

Purpose of Role:

To manage and coordinate the successful delivery of WP1 – "Building Collaborative Network". Building a strong cross border business community engaged in digital transformation. Establishing a network of business partners to assist with promoting the opportunities of the project. Establishing, through marketing, a pipeline of SME's in Northern Ireland and the border regions of Republic of Ireland to participate in the project.

Key Responsibilities:
- Conduct a stakeholder mapping exercise.
- Develop an outreach plan using targeted emails, webinars, and in person events to introduce the E-DATA Collaborative Network's goals and benefits.
- Establish key objectives and vision for E-DATA Collaborative Network.
- Connect SMEs to expertise & funding opportunities
- Build cross-border partnerships
- Promote digital & sustainable practices and wider E-DATA programme activities
- Track and report on SME participation, outcomes, and feedback.
- Liaise with project partners and others

- Prepare regular monitoring reports, ensuring compliance with project and SEUPB requirements
- Maintain accurate records for audit (attendance, evaluation, outputs).

Pass/Fail Criteria
- Degree (or equivalent) in Business, Marketing, Project Management, or related field.
- Minimum 3 years' experience in project delivery in digital transformation
- Working directly with businesses.
- Strong B2B sales background.

Essential:
- Experience planning and delivering workshops/events
- Project marketing experience
- Strong stakeholder engagement skills
- Proven administrative and organisational skills, including data collection and reporting.
- Excellent IT skills (MS Office, CRM, digital comms and other marketing tools).
- Knowledge of digital adoption, sustainability, or innovation.

Desirable:
- Available to start immediately
- Experience of EU/SEUPB funded projects.
- Experience of budget management.
- Experience of developing toolkits/resources for businesses.

Please complete the following:

1. Personal Details

Full Name: _____

Address: _____

Email: _____

Telephone: _____

Mobile: _____

National Insurance Number: _____

Right to work in UK/Ireland: ☐ Yes ☐ No

If successful, when could you
commence employment? _____

2. Education and Qualifications

Qualification	Institution	Year Obtained	Result

3. Employment History (most recent first)

Dates (From–To)	Employer	Job Title / Main Duties	Reason for Leaving

4. Experience Relevant to the Role

Please provide specific examples that demonstrate how you meet each of the essential and desirable criteria listed in the Job Description.

Essential Experience:

Desirable Experience (if applicable):

5. Motivation and Suitability

Explain briefly why you are applying for this post and what skills and qualities you would bring to the Business Development Manager role.

6. References

Please give details of two referees, one of whom should be your most recent employer.

Name	Position	Organisation	Email	Telephone

(References will not be taken up without your prior consent.)

7. Declaration

I declare that the information given in this application is, to the best of my knowledge, true and complete. I understand that false statements or omissions may disqualify me from employment or result in dismissal if employed.

Signature: _____ Date: _____

8. Data Protection

Your personal data will be processed in accordance with the UK GDPR and Data Protection Act 2018. Information will be used only for recruitment purposes and held securely by Manufacturing NI Ltd for audit and compliance with SEUPB regulations.

☐ I consent to my data being processed for recruitment and audit purposes.

Please submit your response with a full CV to: info@manufacturingni.org

Closing date for submissions is 12 noon Friday 19 December 2025

Responses will be weighted accordingly:

Essential criteria

Assessment Area	Criteria	Weight
Experience	SME / project delivery	40%
Stakeholder Engagement	SMEs, business groups	10%
IT Skills	Office, CRM, design and marketing tool	20%
Compliance & Reporting	Monitoring, evaluation, communication skills	10%
Knowledge of digital adoption	SME challenges	10%

Desirable criteria

Experience of EU/SEUPB or other publicly funded projects.		10%

Equal Opportunities Monitoring Form (Confidential)

Innovate-NI is committed to equality of opportunity for all job applicants. Completion of this section is voluntary and will be separated from your application prior to shortlisting.

Gender:

☐ Male   ☐ Female   ☐ Non-binary   ☐ Prefer not to say

Age Range:

☐ 16–24   ☐ 25–34   ☐ 35–44   ☐ 45–54   ☐ 55–64   ☐ 65+   ☐ Prefer not to say

Community Background (Northern Ireland only):

☐ Protestant   ☐ Roman Catholic   ☐ Neither   ☐ Prefer not to say

Disability:

☐ Yes   ☐ No   ☐ Prefer not to say

Ethnic Origin:

☐ White   ☐ Irish Traveller   ☐ Black   ☐ Asian   ☐ Mixed   ☐ Other   ☐ Prefer not to say

Sexual Orientation:

☐ Heterosexual   ☐ Gay/Lesbian   ☐ Bisexual   ☐ Other   ☐ Prefer not to say

Marital Status:

☐ Single   ☐ Married/Civil Partner   ☐ Divorced/Separated   ☐ Widowed   ☐ Prefer not to say

Date: _____