

Draft CANI Job Description

The Post: Business Development Officer

1. Main purpose of this post is to
 - a. To provide a line management mechanism for CANI staff.

2. This person is responsible to:
 - a. CANI Chairman, committee and members

- 3 Responsible for:
 - a. Ensuring that CANI meet employers' requirements and provide support and supervision to staff.

- 4 The post is elected for a period of 2 years with the option to be selected for further office.

- 5 The duties that are involved in the job are:
 - a. Ensuring that recruitment and selection of staff follows best practice
 - b. Ensuring that staff have the opportunity to be involved in appraisal of their work.
 - c. Ensuring that staff follow procedures and systems for leave of absence, sickness, hours worked etc.
 - d. Ensuring that policies and procedures for staff such as disciplinary procedures etc are kept up to date.
 - e. Attend CANI Council meetings (Bi-monthly).
 - f. Other relevant duties as may be reasonably requested to ensure the efficient and effective working of CANI.

- 7 The rewards or benefits.

There is no remuneration for this post – however direct out of pocket expenses are payable for travel and subsistence.

Training and accreditation through Sport NI in recruitment and selection, line management and other human resource requirements.

