



Interim Manager

Experienced managers in short-term engagements

November 2007

Introduction

Interim managers are experienced people retained on short-term contracts to help your business address in a timely and effective way specific issues which may not otherwise be looked at.

Our Interim Manager programme is designed to encourage you to exploit resources, overcome barriers to growth and enhance competitiveness.

Interim managers have broadly based sectoral and functional skills and because their engagement is time-limited, they are exclusively focused on the task at hand. As a temporary employee, they can be both impartial and objective in the role.

How will it help me?

Using the programme and engaging an interim manager will allow you to deliver functional or general management capability on a project basis, normally in a 'hands-on' or line management role at a senior, but sub-board level.

The services of an interim manager will also allow you to:

- manage change;
- manage specific projects;
- improve overall business performance;
- give additional support to implement a business opportunity; and
- provide support when existing management are fully stretched.

How does it work?

The programme is delivered through one-to-one consultations and specialist advice. It also offers an element of financial support for the engagement of an interim manager.

Your business is responsible for preparing and submitting an application form for support via your Client Executive. This will provide the rationale for the engagement and include a job description and person specification.

If the application is approved, you will be responsible for:

- selecting and appointing an interim manager;
- negotiating and agreeing all terms and contracts for interim management services or engagements; and
- making all payments due under such contracts.

If required, Invest NI will:

- assist in helping your business draw up a job description and person specification; and
- refer your business to specialist providers if you required further assistance in sourcing an interim manager.

How much does it cost?

The level of support is negotiated individually for each project.

Invest NI will normally support individual projects on the following basis:

- normal engagement should not exceed 60 days;
- days worked need not be consecutive but should be completed within a 12-month period; and
- Invest NI's contribution will not exceed more than 49 per cent of the daily rate agreed between your business and the appointed interim manager, subject to a maximum support of £15,000.



Invest NI reserves the right to reject any appointment or to impose specific conditions on an appointment.

Your business is responsible for making all payments due for services of the appointed interim manager. We will reimburse you for the agreed amounts of a monthly, quarterly or other agreed basis.

Who is eligible?

This programme is open to all Invest NI client companies that have participated in a Business Health Check or have agreed to do so within a specified time period.

Support is limited to projects or assignments that:

- meet our 'additionality' criteria, assessed on a case by case basis;
- provide the business with specialist knowledge, expertise or experience not otherwise available in-house; and
- would otherwise not happen within the timeframe agreed without outside resources.

Support will not be available for filling in for absence of existing key staff, for staff leaving or on sickness or maternity leave temporary, or for contract employment of key staff who have left the business within the previous 12 months for whatever reason

Becoming an Invest NI client

To qualify as an Invest NI client company, your business must meet certain criteria.

You should typically be from the manufacturing or international tradeable sectors and be able to demonstrate that currently, or over the next three years, your business will have:

- total sales of over £100,000 a year;
- sales outside Northern Ireland of greater than 25 per cent of turnover **or** greater than £250,000 a year; and

- the capability and willingness to work with Invest NI.

If you are not an Invest NI client, but can satisfy the above criteria and would like to become one, please contact the Invest NI office in your area. Full details can be found at www.investni.com.

Contact

Please contact your Client Executive if you feel your business will benefit from this programme. Alternatively you can also contact:

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Invest Northern Ireland
Bedford Square
Bedford Street
Belfast
BT2 7ES

T: 028 9069 8100
E: BSinfo@investni.com

nibusinessinfo.co.uk

Invest NI has launched a new online information and support facility, **nibusinessinfo.co.uk**

This web site provides all Northern Ireland businesses and entrepreneurs with free access to an extensive source of essential business information.

nibusinessinfo.co.uk provides 24x7 advice, information, guidance and signposting, with over 5,000 fact sheets and over 70 interactive tools on offer. Every aspect of setting up and running a business is covered, from the earliest days of developing a business idea to the legal issues involved in selling a business concern.

nibusinessinfo.co.uk also features case studies showing how local businesses have handled particular business challenges.

nibusinessinfo.co.uk provides you with a single point of access for all your business information needs, freeing up time for to concentrate on running operations.