‘Bridging the gap between aspiration and reality’

01st September 2019 – 31st August 2020

#GetOnBoard
Information for Applicants

Board members work together to ensure that an organisation delivers effectively for those it was set up to serve. Type of boards in the third (Charity) sector include school governors, voluntary, community organisations, sporting clubs and parent teacher associations. Public sector boards include Hospital Trusts, Further Education Colleges and support agencies. Private companies also have boards such as Northern Ireland Electricity.

Board members are responsible for setting the direction of the organisation, establishing the culture, and ensuring the organisation delivers on its purpose. If being on a board is something you have considered, but have ruled yourself out for whatever reason, this programme might just enable you to play your part.

This document provides further information that will support you in deciding to apply for a place on the Boardroom Apprentice 2019 which runs from the 01st September 2019 – 31st August 2020.

Please note: it is your responsibility to review all the information, make an informed decision and submit the application in full.

If you have any questions please contact Eileen Mullan at apprentice@strictlyboardroom.com

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1. **What is The Boardroom Apprentice**

The Boardroom Apprentice is a 12-month board training and placement programme that encourages new people to come forward to give their time and share their skills to our third and public-sector boards. It has been built on three core pillars:

1. Provision of a 12-month practical hands on board placement to gain experience
2. The transfer of knowledge and understanding through the provision of a suite of training
3. Support through a designated board buddy from within your host board

Board members are also referred to as Trustees and Non-Executive Directors. These roles exist across the third (Charity), public (Public Body) and private (Private Company) sectors. For this programme, the agreed host boards all come from within the third and public sectors.

The overarching vision is:
- To move the Board Member role from aspiration to reality

Its aim is to:
- To create a diverse pool of capable board ready Board Members
- To provide a sustainable pool of capable board ready Board Members
- To enable practical boardroom experience for aspiring Board Members
- To provide the transfer of knowledge, skills and experience to aspiring Board Members
- To increase the knowledge and awareness of role of Board Members

2. **Training Programme content**

The training has been created in a way that will build your knowledge and confidence to not only know what is required of you in your role as a Board Member, but how to deliver on the role fully using that knowledge with confidence. There will be a group project at that end of the training days that will explore the many challenges faced by boards in regards to leadership, governance, communication, relationships and information. The training programme is not accredited (therefore no assignments or homework). The time commitment for the training is 7 days which breaks down as below. All training will be held within the Greater Belfast/Antrim area. The training is one part of the programme and along with attendance at your host boards meeting, it is mandatory. Do not apply if you are unable to attend all the sessions in full as detailed below.

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<td>It’s all about You</td>
<td>06th September 2019 0900 – 1700</td>
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<td>It’s all about the Governance</td>
<td>04th October 2019 0900 – 1700</td>
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<td>It’s all about the Communication</td>
<td>08th November 2019 0900 – 1700</td>
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<td>It’s all about the Teamwork</td>
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<td>It’s all about the Numbers</td>
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<td>It’s all about the Questioning</td>
<td>07th February 2020 0900 – 1700</td>
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<td>7</td>
<td>It’s all about the Panel</td>
<td>06th March 2020 0815 – 1700</td>
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3. The Host Boards?

Over 45 Boards from across the third and public sectors have agreed to be a Host Board for the 2019 programme. Successful applicants will be placed with one of these organisations. Applicants can identify which organisations they would prefer to be placed with (1,2,3), but please note that it may not be possible to fulfil everyone’s preferences. The final decision as to who is placed where will be made by the selection panel. When selecting your top three boards, please review the commitment required (meetings can be monthly, bi-monthly and quarterly, you are expected to attend all Board Meeting and will be assigned to Committees also). You will be asked in the application form to detail any connections you have with your chosen boards; these connections may impact on your ability to be matched. It is important to detail the connection no matter how small or insignificant it may seem to you. Details on the host boards can be found on the website – please review them all.

4. What is expected of a Boardroom Apprentice?

- to attend and fully participate in all training sessions
- to attend and be actively involved in all board/committee meetings with your assigned board
- to, meet, communicate and engage with your board buddy regularly
- to stand by your assigned board’s code of conduct and operating procedures
- be clear on your role as a Boardroom Apprentice
- be open to all the learning and opportunities that will be offered to you during the entire 12 months
- to sign a Memorandum of Understanding between you and your host board

4:1 Welcome event:

Successful applicants will be invited to attend a welcome event on Monday 10th June 2019 (12:00 – 1630) where you will meet your Host Board and current Boardroom Apprentice. You are asked to hold that date in your diary until you know the outcome of the recruitment. All successful applicants are required to attend.

5. Are Boardroom Apprentices paid?

There is no payment for being a Boardroom Apprentice. The majority of boards positions in the public sector are unpaid and all within the third sector are unpaid. Your assigned board may choose (where resources are available) to pay travel expenses in relation to your attendance at board meetings. This will be a conversation you can have with them when assigned.

6. Who can apply?

This programme is about encouraging new people onto board positions in our public and third sectors. It is open to all ages (16+), all backgrounds and all abilities as long as you meet the selection criteria. To date our youngest Boardroom Apprentice was 21 and our oldest 61.

7. What is the cost to do this programme?

There is no financial cost for the Boardroom Apprentice to undertake the programme. However, you are expected in return to give and apply your commitment to the fullness of the programme, enter into this with a willingness to learn, be prepared to step outside your comfort zone and have a desire to give back.
8. **Selection criteria:**

   a) **Eligibility**
      - Have not held a board position on a public-sector body
      - Have no/little experience on a third sector board/committee
   b) **Motivation**
      - Have a passion about our society and want to give something back and make a difference
   c) **Values**
      - Applicants will need to show that they share our values and how they will apply them as a Boardroom Apprentice:
        - Integrity | Responsibility | Honesty | Commitment | Passion | Motivation |
   d) **Commitment**
      - Commit to attending and participating fully in all training sessions
      - Commit to giving all the time necessary to prepare for, attend and participate at board and committee meetings with your host board and with your board buddy
      - Confirm that your employer (if you are employed) will support you to fully complete the programme
   e) **Disqualifications**
      You must not have been appointed to a public-sector body. Therefore, any applicant who has such prior service will not be eligible to be selected. Given the aims of the project, we are looking for applicants who have no board experience. These applicants will be prioritised. Applicants who are unable to make the commitments required or secured their employer’s support will not be eligible to be selected.

   * Please note. If you are employed, your employer will need to support you to complete the programme in full. You need to secure that support before you apply. If you apply, and are successful and have not secured your employer’s support before submission, your offer of a place on this programme will be withdrawn.

   *Please note. If you have voluntary board experience you will need to detail this within the application form. Whilst it will not exclude you, this programme is about enabling those who have no experience. The selection panel will take your voluntary experience into consideration.

9. **How to apply?**

   Apply by completing the online application form (needs completed in one sitting). Please note, your application will not be considered if your form is not fully completed – this is your responsibility. Please do not send a CV, or additional materials as these will not be considered. The closing date for applications is **4:00pm Monday 20th May**. Applications received after this will not be accepted.

10. **The selection process:**

    We will not be interviewing applicants. Instead, the selection decision will be made after consideration of the information that you provide in your completed application form. Only successful and reserve applicants will be notified of the outcome. If you do not receive a response by 31st May 2019 you have not been selected. Due to the anticipated high numbers of applications, feedback on unsuccessful applications will not be provided.

11. **Monitoring Information:**

    We are committed to making our selection decision fairly and in accordance with equal opportunities principles. This means that we will not discriminate against applicants unlawfully. As part of this commitment we ask you to complete monitoring information as part of your application. This will provide information that will assist us to measure the effectiveness of our recruitment process. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you.