Candidate Information Booklet

ADMINISTRATOR

Completed applications must be submitted no later than **Monday 5th August 2024 @ 2pm**

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

7 Crescent Gardens, Belfast
BT7 1NS

CANDIDATE INFORMATION PACK

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1. WELCOME

It is my privilege to serve as Chief Executive Officer of PlayBoard, the lead organisation for the development and promotion of children and young people's play in Northern Ireland. I would like to extend to you a warm welcome as you consider this opportunity to become a part of the PlayBoard family.

PlayBoard have a diverse team, with a wealth of experience gained through work in different sectors, each of whom contributes to our success, using the knowledge and experience gained from their previous roles. In addition to those with experience in the voluntary and community sector, we welcome applications from those who are new to the sector so if you feel you have the skills and passion to succeed, please do apply.

The purpose of this briefing pack is to provide you with the background information you will need as you consider this opportunity to make a difference to children and young people's lives through our play programmes.

Shortlisting of applicants will be based on the information provided in their Application Form. It is essential that all applicants demonstrate how and to what extent they satisfy the essential criteria outlined in the Person Specification.

You are encouraged to read the Person Specification before you address the Questionnaire as this outlines the skills, knowledge and experience required for the post. Only those candidates who demonstrate that they meet the essential criteria will be invited for interview.

Applicants should be aware that completed Application Forms will be accepted by hand delivered, posted or via email. The successful candidate will be required to undergo an Enhanced Disclosure check via the AccessNI Service before commencement of employment.

If you are posting your completed application, it is up to you to ensure that the envelope carries sufficient postage to enable successful delivery.

The closing date for the above post is **Monday 5th August 2024 @ 2pm.**
I look forward to receiving your application form.

Alan Herron
Chief Executive Officer

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2. BACKGROUND TO PLAYBOARD

Introduction

PlayBoard is an independent charity and lead organisation for the development and promotion of children and young people's play in Northern Ireland. PlayBoard works to improve the quality of children and young people's lives through the provision of innovative services, all of which are designed to strengthen service delivery through information, support, training and tailored play provision.

PlayBoard has been committed to supporting children and young people's right to play since its establishment in 1985. Over the last 39 years the organisation has grown and developed both its standing and remit. To achieve its vision the organisation works through an extensive combination of:

- Service delivery and service development
- Campaigning and lobbying
- Research, evaluation and awareness raising
- Working in partnership with others to put play on the agenda of policy makers and resource providers, and
- Promoting best practice in Play and Playwork.

A membership organisation, PlayBoard work closely with and provides support to over 1,700 members, all of whom are committed to helping us to achieve our goal of developing quality play opportunities that improve children and young people's lives across Northern Ireland and beyond.

As a rights-based organisation, we strongly believe that play is an intrinsic aspect of children and young people's lives. PlayBoard works from the premise that play is fundamental to a healthy and happy childhood. Play challenges and informs our understanding of children and young people because it views them as competent and confident human beings.

This position is further endorsed by the United Nations Convention on the Rights of the Child (UNCRC, 1989). Article 31 declares:

"States Parties recognise the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate fully in cultural life and the arts. States Parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity".

In our strategic planning phase, we seek to use our growing sphere of influence to convene ever more allies and partners. We seek to act as a catalyst for change and in doing so we shall harness the expertise and energy of our staff and volunteers to assist us in establishing lasting relationships with commissioners, council's policy makers and resource providers.

We wish to become known as an organisation that is underpinned by integrity and quality, an organisation that is outcome focused and solution orientated, that at all times operates in the

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best interests of its members, stakeholders and ultimately the children it seeks to serve.

We understand that in the current context of political and economic instability that we need to be proactive and sufficiently agile so that we can best address emergent needs.

Our Vision

- **A society where the right to play is both valued and realised**

Our Mission

- **Leading the play agenda**

Our Values

Our values define us as an organisation and guide our behaviour. Our values underpin our operational delivery and shape the strategies we pursue.

We believe that play is a fundamental right of childhood and is central to children and young people's development.	We recognise, respect and value the voices of children and young people, putting their play needs at the core of everything that we do.	We value and welcome the views of others and are committed to working collaboratively to drive the play agenda;
We respect and embrace difference.	We welcome challenge and embrace change.	We support, value and respect each other.

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3. BACKGROUND TO OUR GENERATION

'Our Generation' (OG) – the path to emotional resilience, empathy and understanding. Building peace through emotional resilience in post-conflict Ireland.

OG will provide activities involving cross community and cross-border multi-partner collaborative approaches, which will lead to improved understanding of youth mental health and wellbeing issues and the sharing of best practice across the Programme Area to improve service delivery.

OG will enhance the capacity of children and young people to form positive and effective relationships with others of a different background and make a positive contribution to the creation of a cohesive society. Resulting in an increase in the percentage of the youth population in receipt of best practice mental health support, which enhance emotional resilience contributing to peace and reconciliation across the Programme Area.

OG is a partnership of nine cross-border organisations are to support communities to tackle post-conflict resilience and peace building throughout Northern Ireland and the Border Region of Ireland.

The partnership, led by Action Mental Health, has been awarded funding through the European Union's PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB), to build positive relations and emotional resilience in communities impacted by four decades of the Troubles/Conflict across the island of Ireland.

Along with PlayBoard NI and Action Mental Health, the other regional organisations involved are in the delivery of the OG programme are, Donegal Youth Service, Co-Operation Ireland, Youth Action NI, Youthwork Ireland, PlayBoard NI, Ulster University, Boys and Girls Clubs NI and Include Youth.

OG will build peace through improved mental health & emotional wellbeing. The project will increase the mental health literacy, enhance emotional resilience & build leadership skills of children and young people (C&YP) & build capacity of key youth workers (youth workers, teachers & school aged childcare practitioners & other working/volunteering in relevant settings) across the eligible region.

38,000 will attend Joint Training Schemes (JTSs), with 25,500 C&YP & 3,000 key youth workers completing them. In doing so, C&YP will have the confidence to form positive & effective relationships with others of different backgrounds & create opportunities for them to play an active role in improving good relations & building peace for future generations.

OG aligns with All-Ireland policy providing strategic outcomes across health, education, C&YP & good relations, & contributing to overarching governmental strategies.

The need & demand for the project actions is evidenced in recent studies, which illustrate the need to improve the mental health of C&YP and community relationships and in so doing necessitates a cross border interregional approach to

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bring people & communities together.

PlayBoard's programme is focused on the critical role of play as a means of supporting both the development of childhood resilience and as a mechanism for positively addressing differences at individual, familial and cross-community level.

In terms of resilience, research has highlighted the importance of play in offering children access to opportunities to build characteristics closely associated with high levels of resilience. These include the ability to adapt to distinct or changing circumstances/set-backs etc. and recover from same; the ability to learn and grow from mistakes, challenges and difficult situations enhancing both mental and physical capacity to cope with stress and adversity; the capacity to develop positive self-concept and high self-esteem.

From a cross-community perspective, despite perceived differences, the one uniting factor for all children and young people throughout childhood is play. Children and young people's lives' are full of play opportunities and it is through these play opportunities that children learn about others, explore difference and better understand the world around them. Through play they are able to develop the skills required for competence in cognitive, creative and social spheres. Critically, in play all children are equal, and it is through the act of play that children and young people's learning in cooperation and conflict resolution begins.

PlayBoard's many years of playwork and peace building experience and practice working with children, young people and communities across Northern Ireland. Through a range of practical and playful exercises the focuses on the creation of innovative 'shared spaces' and building reconciliation through play.

groups will be partnered on a cross-community basis and will together explore the role of play in supporting resilience and enhancing community relations.

Key elements of delivery will include delivery of focused cross-community play sessions exploring similarity and difference; training for staff within each participating group, parent's sessions focused on the importance of play as a means of supporting children to develop resilience etc.

key aspects of the programme will include:

1. Delivery of training for staff within participating groups, supporting the exploration of difference and promotion of cross-community understanding, alongside play based approaches to developing resilience in childhood

2. The running of joint, cross-community play sessions between partner groups within each area based on the approaches helping to address childhood perceptions of difference in a positive manner through play-based activities and helping to establish cross-community social connections and friendships

3. Joint parent/carer sessions will be delivered aimed at supporting parents attached to participating groups to gain a greater understanding of the importance of play from the perspective of developing resilience and exploring wider aspects of diversity and cross-community connection.

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Sessions will include the provision of practical play skills and activities which have been shown to support the development of childhood reliance from age 3 and upwards

We would encourage you to visit our website to get a flavour of PlayBoard's spaces to be project, during Peace IV.

https://www.playboard.org/resources/our-generation/

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4. JOB DETAILS

JOB DESCRIPTION

ADMINISTRATOR [PEACEPLUS]

PLAYBOARD NI PlayBoard NI is a registered Charity, with the Charity Commission for NI.

Post: Administrator [PEACEPLUS]
(Fixed term to 30th September 2027)

Based at: 7 Crescent Gardens, Belfast

Responsible to: Service Delivery & Development Co-ordinator [PEACEPLUS]

Main Purpose: To work with the Service Delivery & Development Co-ordinator to ensure the efficient delivery of administrative support services to PlayBoard's play based playwork community relations programme, delivered as part of the **Our Generation Project.**

The **Our Generation** project is supported by the European Union's PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB), and brings together the expertise of 9 Partner organisations for the delivery of a project that seeks to:

- Improve good relations in communities which have been impacted negatively by conflict through the development and delivery of youth and children's programmes focused on mental wellbeing and resilience
- Ensure quality assurance of the delivery mechanisms and develop mental health and resilience guidelines for youth focused organisations.

Key Tasks

- To act as first point of contact, telephone duties, receive and relay oral and written messages.

- To ensure that all information is maintained and held in accordance with both PlayBoard and SEUPB policies and procedures.

- Typing of letters, memos, reports, advertising, and promotional materials, agenda, minutes and other materials as required, ensuring that copies are produced, filed or distributed as appropriate to staff and/or partner organisations.

- To devise and develop centralised monitoring systems to ensure the co-ordination of all relevant registration and monitoring data held by the programme.

- Maintain and update electronic / paper records and databases in respect of PlayBoard's administrative and monitoring systems as appropriate to SEUPB requirements. Inputting data onto monitoring systems daily.

- Compiling evaluation and monitoring data and report production to support monthly/quarterly reporting to funder requirements using both databases & spreadsheets.

- To liaise with the lead partner to ensure the effective and timely two-way flow of monitoring information.

- To ensure that data is effectively protected and secured in line with Data Protection legislation and best practice arrangements.

- Provide support for the production of materials for workshops and events, including formatted documents compiled in well-presented workshop packs, presentations and supporting materials.

- To support the OG Team in the production of training packs, ready in advance of each delivery session.

- To process quarterly claims ensuring they are compliant with the funder and organisational guidelines before forwarding to the lead partner.

- To support the Project Co-ordinator and staff in planning, setting up and administrating webinars using Zoom platforms.

- To support the Project Co-ordinator and staff in the ordering of stationery/supplies in line with PlayBoard's financial procedures through PlayBoard's Finance Officer

- To provide confidential secretarial support to the Project Team including organising appointments, handling mail, photocopying, minute meetings, filing and word-processing.

- Answer the office telephone and be the first point of contact for the business, including welcoming visitors and providing refreshments when needed.

- Dealing with enquiries and despatching appropriate information on a timely basis in response to any requests received

- Co-ordinate, research, organise and book rooms/travel for training, workshops and seminars preparing any materials needed for delivery

- Attend team meetings and produce minutes/summary of action points.

- Take part in supervision, appraisal and training as identified through PlayBoard's Learning and Development Processes.

- Maintain a positive and flexible approach in discharging these duties and any other additional tasks as may be reasonably assigned according to the changing priorities of PlayBoard.

This description of tasks is not intended to be definitive and may be changed to meet emerging needs of the programme.

Post Status: This is a **fixed term contract** until the **30th September 2027**, subject to funding.

Salary: NJC Scale 4 NJC pts 7-11 (£20,444- £22,129)

Location: 7 Crescent Gardens, Belfast
The post holder will mainly be required to travel throughout Northern Ireland and the border counties of Ireland.

Travel mileage costs will be paid for any travel incurred carrying out the duties of the post.

Hybrid Working: PlayBoard is currently finalising its hybrid working policy which will provide staff with the opportunity to work on a hybrid basis for those posts where it is appropriate to do so and as agreed.

Hours of work: The successful candidate will be required to work 5 days each week, totalling 35 hours.

Monday to Thursday 9am – 5pm
Friday 9am – 4pm

However, the post holder may be required to work additional hours (outside normal office hours) from time to time and remain flexible and mobile as is reasonably necessary for the efficient performance of the duties.

Annual Leave: 24 days per annum, rising to 27 days after 5 years continuous service, plus appropriate statutory days

Pension: PlayBoard offers all employees up to 5% pension contribution

Probation Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 6 months. If performance, conduct or attendance is not satisfactory the probationary period may be extended or the appointment may be terminated at any time during this period. An appointee will be expected to demonstrate a track record of effective service within this period.

Reserve List: A reserve list will exist and will be held for a period of 12 months from the date ofinterview, to cover any further vacancies which may arise

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Referees

Applicants are required to identify two referees, one of which should be your current employer (if applicable). Referees will be approached after an offer of employment has been made. You should not seek as a referee anyone who is related to you or for internal candidates, is a member of the recruitment and selection panel.

Safeguarding Children and Adults at Risk

All PlayBoard staff are required to act in a way that at all times safeguards the health and well-being of children and adults at risk. Familiarisation with, and adherence to, PlayBoard's safeguarding policies is an essential requirement, as is participation in related mandatory/statutory training.

Valuing Diversity and Equality

All staff should carry out their duties in accordance with the principles of valuing diversity and equity of provision. It is the responsibility of all staff to support PlayBoard's vision by promoting a positive attitude to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment and to manage, support or comply through the implementation of PlayBoard's Equal Opportunities Policy.

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5. PERSON SPECIFICATION – Administrator – [PEACEPLUS]

As Administrator of Our Generation (Spaces to Be), the successful candidate on taking up appointment will be required to provide support with immediate effect and will therefore be expected to possess well-developed skills and experience needed for this post.

ESSENTIAL

	Essential Factors	Minimum Requirement
01	Qualification	• Have a minimum of 3 GCSE's/O'Levels or equivalent which includes English and Maths.
02	Experience	• Have 3 years' recent relevant experience of providing administration support within an office environment.
03	Experience	• Experience of developing and maintaining records and filing systems.
04	Experience	Experience of using the following within your working environment with efficiency and impact. • MS Word • PowerPoint • Outlook • MS Excel.
05	Experience	• Experience of writing reports and minutes of meetings.
Demonstrate Competency in the following:		
06	Communications	• Strong communicator, with the ability to communicate clearly, positively & effectively at all levels
07	Teamwork	• Have the capacity to work with others as a member of a team to meet agreed objectives
08	Planning Skills	• Demonstrated skills in organising any or all of the following: • training courses, • workshops, • seminars, • webinars or • events.
09		Flexible in working arrangements and adaptable to new sometimes unstructured working environments *e.g. early morning, late evening, weekend work if required.*

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NB: - Criteria based selection is used as a means of ensuring that the best candidate is selected on the basis of their ability to do the job required. This method of selection requires individuals to demonstrate their knowledge, skills or competence through completion of an application form and, if shortlisted, by attendance at a structured interview.

Criteria based selection tests applicants against a set of criteria, which have been drawn up and agreed as being necessary for a specific post. The criterion details the knowledge, skills and competences that an individual will need to possess to be effective.

*The '**Person Specification**' details the criteria for the post. The **essential criteria** reflect what an applicant must possess in order to apply. Essential Criteria may thus be regarded as 'eligibility' criteria. Individuals must demonstrate that they satisfy all of these criteria fully in order to be shortlisted.*

The aim of the application form is for you to demonstrate your ability to meet each of the criteria listed above and you must provide specific examples including dates of how you meet these criteria.

Your completed application form must be returned not later than

Monday 5th August 2024 @ 2pm

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6. THE APPLICATION PROCESS

Application Form Guidance

THE FOLLOWING INFORMATION PROVIDES GUIDANCE ON COMPLETING YOUR APPLICATION. PLEASE READ THIS INFORMATION CAREFULLY BEFORE SUBMITTING YOUR APPLICATION

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the post and the shortlisting criteria.
ALL sections of the application form should be completed.

Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification, consider how your skills, experience and abilities relate to each criteria required for this post.

In responding to the criteria below, it is essential that you **describe fully** how and to what extent you meet the experience sought by providing clear information and examples.

It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained.** Short listing for this post will be undertaken using only the information you have provided in response to each criteria below

Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.

PlayBoard **will not** accept CVs, letters, or any other supplementary material in place of or in addition to completed application forms unless you are requested to provide it.

The space available on the application form is the same for all applicants and must not be altered.

Applicants must complete the application form in either **typescript font size 12**, or if handwritten in legible block capitals using black ink.

Information in support of your application will not be accepted after the closing date for receipt of applications.

Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer or your job.

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

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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 organisation.**

PlayBoard 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. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.

ONLY the details provided by you in your application form (**Section 2** Employment History, **Section 4** Essential Criteria.) will be provided to the selection panel for the purpose of determining your eligibility for the post, so they won't know who you are or what you have done. It is up to you to tell them what you have done in meeting the Essential Criteria.

General information

Shortlisting

The selection panel will meet to review the completed application forms in relation to the essential criteria. Only those applicants who fully and clearly demonstrate on their application form how they meet each of the essential criteria will be shortlisted. The selection panel reserves the right to apply the desirable criteria in the order specified to reduce the pool of candidates to a manageable number for interview stage and interview only those candidates that it believes best meet the selection criteria.

Interviews

Shortlisted candidates will be invited to a panel interview to explore the competencies as set out in the essential criteria. It is intended that interviews for this post will take place face to face within PlayBoard's office. Shortlisted candidates will receive information prior to interview. PlayBoard will do all it can to ensure the safety and wellbeing of all candidates invited for interview.

Interviews will not normally be rescheduled to accommodate applicants who are unable to attend on the agreed date. Reschedules will be entirely at the discretion of the panel. If an applicant fails to present herself/himself for interview, at the allocated time, it will be deemed that they have withdrawn from the process.

Equality of opportunity

PlayBoard are committed to a policy of equality of opportunity in its employment practices and aims to ensure that no actual or potential job applicant or employee is discriminated against, either directly or indirectly, on the grounds of gender, marital status, disability, race, community background or political persuasion, age, dependants, sexual orientation or trade union membership.

PlayBoard are committed to equality of opportunity and welcomes applications from suitably qualified people from all sections of the community. All applications for employment are considered strictly on the basis of merit.

In accordance with Fair Employment regulations, you are required to complete a monitoring

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form. This information is used to assist us in completing annual returns to the Equality Commission, and access to this information is strictly limited.

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application or anyone other than the HR person dealing with the process.

Order of Merit
The selection panel will assess applicants against the interview criteria. Those applicants who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

PlayBoard will allocate an applicant to a vacancy in the order listed. The order of merit is valid for 12 months.

Canvassing
Any attempt on the part of a candidate to enlist support for their application through any person, except as a named referee, will disqualify that candidate from the process.
Canvassing means contact or communication at any time in any manner to anyone involvedin the recruitment process of the post for which they are applying.

Privacy Statement
PlayBoard is committed to protecting the privacy of all our applicants and upholding high standards in terms of information security and transparency. Your information is held securely by us and we have taken all reasonable steps, and have in place appropriate security measures, to protect your information.

When you apply for a job with us (whether you are an internal candidate or not), you will be asked to provide personal information to support your application and to enable us to determine your eligibility and suitability to work with PlayBoard. This will include the personal information we need to enable us to select the right candidate for the role, and may include things such as past employment details, educational qualifications and skills. If you are successful in the employment process, any personal information provided to us may then form part of your HR record which we would hold.

Data Protection
Please ensure that the details given on your application are correct. The data provided by you will be processed in accordance with the Data Protection Act 2018.

Your personal datawill be:

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- Processed lawfully, fairlyand transparently;
- Collected for specified purposes, and not processed for other purposes;
- "Just the right amount" of data for the task at hand – not too much, but enough to do the task accurately;
- Accurate and up todate;
- Kept no longer than necessary; and
- Processed securely.

In addition, the confidentiality of community background monitoring information is protected through Regulations made under the Fair Employment and Treatment (Northern Ireland) Order 1998.

All application forms and associated documentation will be treated in the strictest confidence and any information only disclosed in the event of a legal case against the Agency or to the Equality Commission for Northern Ireland in the event of a claim of discrimination.

Vetting procedure Assessment information

Any offer of appointment will be subject to a number of satisfactory pre-employment checks including satisfactory references, provision of documentary evidence of qualifications as listed in the essential and/or desirable criteria.

Appointment is subject to completion of required pre-employment checks to include:

- appropriate documentary evidence of eligibility to work in the UK
- security Check via AccessNI – Enhanced Disclosure
- documentary original evidence of qualifications
- employment history validation.

Successful applicants must provide sufficient documentation to satisfy nationality and vetting requirements.

Nationality requirements

PlayBoard must ensure that you are legally entitled to work in the United Kingdom. PlayBoard will require ORIGINAL documentation to be provided that demonstrates the applicant's right to work in the UK.

All successful applicants MUST provide when requested one of the single documents, or two of the documents in the specified combinations given, from List A;

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LIST A Documents

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.

- A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland

- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

Document combinations

An official document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Department for Employment and Learning or the Northern Ireland Social Security Agency, which contains the permanent National Insurance number and name of the person.

And One of The Following:

- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.

- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.

- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.

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- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. A certificate of registration or naturalisation as a British citizen.

- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

Advice on Nationality can be obtained from the Home Office website:
www.ind.homeoffice.gov.uk

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ACCESS NI CHECKS (CRIMINAL CONVICTION CHECKS)

If you have applied for a post that involves "regulated activity" under the Safeguarding Vulnerable Groups (NI) Order 2007, PlayBoard will be required to undertake an Enhanced Disclosure of Criminal Background.

The category of AccessNI check required for this post is: Enhanced Disclosure Check
Before appointing anyone to a post, it is our policy to request an Access NI check to be carried out. Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

The check will tell us if you have a criminal record, or if your name is included in the Independent Safeguarding Authority Barred Lists. Any information which we receive will be treated confidentially and we will talk to you about it before we make a final decision. A check will only be carried out if you are considered to be the successful candidate and are being offered an appointment.

In your application you MUST tell us if you have ever been convicted of a criminal offence, cautioned by the Police or bound over. You MUST tell us about ALL offences, even minor ones such as motoring offences and 'spent' convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application. In addition, it is important to note that if your application is successful and you become an employee of PlayBoard, you MUST tell us IMMEDIATELY if you incur any criminal charge and/or conviction, no matter how minor.

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

PLEASE NOTE: It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Individuals who are barred may be able to work in controlled activity.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.accessni.org.uk.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978

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7. INTERVIEW GUIDANCE FOR APPLICANTS

The Competency Based Interview process is designed to help you to present relevant evidence to enable the decision makers to evaluate 'fit' against the requirements of a particular role. Relevant evidence is usually, but not exclusively, drawn from your work experience and the way in which you have accomplished a range of activities or projects.

The information you provide will be evaluated against the specific skills and competencies required for effective performance in the role. Make sure you give enough detail so that panel members understand what you actually did not make assumptions that they may understand you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish.
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question isdesigned to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences requiredfor effective performance in the role; and
- Provide specific examples of your experience in relation to the required competenceareas.

In preparation for the interview, you may wish to think about having a clear structure for eachof your examples, such as:

- Situation – briefly outline the situation.
- Task – what was your objective, what were you trying to achieve.
- Action – what did you actually do, what was your unique contribution; and
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss indetail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

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- Give specific examples - most questions will ask you to describe an example of when you have demonstrated a skill. Try to do this concisely but with enough detail so that the panel will be clear about what you actually did and how you did it. This detail might include information about timescales, the number of people involved etc.

- For example, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe how you reached that relevant decision.

- Give a range of examples – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the panel to evaluate how you tackle different challenges and not just your behaviour in a 'one off' situation. However, one example can be used to demonstrate competence in a number of areas.

- Be concrete rather than theoretical – a clear description of how you actually behaved in a particular situation (and why) can be more useful to the panel than a vague or general description of what you consider to be desirable attributes.

Good luck.

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Co-funded by the
European Union
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