Candidate Information Booklet

Finance & Administration Officer

Completed applications must be submitted no later than
Monday 3rd February 2025 @ 2pm

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.

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 3rd February 2025 @ 2pm**
I look forward to receiving your application form.

Alan Herron
Chief Executive Officer

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 40 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 works 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 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.

3. JOB DETAILS

JOB DESCRIPTION

FINANCE & ADMINISTRATION OFFICER

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

Post: Finance & Administration Officer

Based at: 7 Crescent Gardens, Belfast

Responsible To: Director of Corporate Services & Finance (DCS&F)

Responsible for: Financial and administrative support

1. Job Purpose

The Finance & Administration Officer is responsible for providing financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative operations are maintained and developed within PlayBoard.

2. Main Responsibilities:

(a) Accountancy and Bookkeeping

Assist with all aspects of bookkeeping including sales and purchase ledger input, reconciliations, journals and nominal ledger administration preparation of management accounting reports to include:

- preparation of orders in accordance with organisational procurement standards.
- preparation of supplier and customer invoices and payments.
- manage all income and expenditure processing.
- use and maintenance of computerised accounting records, currently QuickBooks.
- maintenance and management of all accounting records.
- maintain and develop bookkeeping and accountancy systems both computerised and manual.
- reconcile bank and credit card statements to computerised systems, while ensuring that lodgements are made to the bank.
- assist in the preparation of financial returns to stakeholders and government bodies as required.

(b) Payroll:

- processing of salary and other payments for staff using Sage Payroll.
- ensuring year end annual payroll, monthly and other returns to the Inland Revenue.

- manage pension contributions, liaise with pension providers as required.
- maintenance of HMRC records as required and end of year forms including P45's & P60's, while ensuring that the payroll is processed correctly in a timely and accurate manner.

(c) Funding:

- assist with preparation of applications to funders.
- prepare financial returns to funders and facilitate verification and audit checks.
- prepare, maintain systems and submit grant funding claims in accordance with funder requirements and in line with organisational policies and procedures.
- support management of restricted funds, to include analysis of income and expenditure against budget, ensuring apportionments are correctly applied.

(d) Management Reporting:

- assist in producing management information reports to include accounts, budgets and grant returns.
- assist in the preparation of annual accounts and liaise with external auditors when needed.
- ensure that appropriate controls, as identified in the Financial Procedures Manual, are in place to safeguard PlayBoard's resources.
- attend meetings, as required.
- contribute to management of communications as prescribed by funders.

(e) Administration

- support the CEO regarding diary, administrative and clerical services, as required.
- ensure that all employee records are maintained while ensuring the confidentiality and security of all financial and employee files.
- attend staff meetings.
- assist with co-ordination and promotion of events.
- prepare and arrange any travel and accommodation for PlayBoard staff and Executive Committee members when needed.
- contribute to the strategic development of the organisation.

(f) Building & Asset Management

- assist with the upkeep and maintenance of PlayBoard's building to include ordering cleaning supplies and organising the fixing of minor repairs as and when required.
- assist with the preparation of PlayBoard's fixed asset register.

(g) Personal Development

- Embrace all opportunities for learning and development to help you fulfil your role to the best of your ability.

- Outward looking, with a positive growth mindset, and open to change to help create a brilliant and sustainable organisation.
- Maintain your knowledge on best practice, considering the latest advancements in Finance.

3. To participate in regular supervision meetings with the relevant line manager and undertake appropriate in-service training.

4. To undertake any other duties commensurate with the post and as agreed by the DCS&F.

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

Salary: NJC Scale 6 pts: 20-22 (£26,446 - £27,514) prorated down to 28hrs.
[Salary scales are currently under review]

Location: 7 Crescent Gardens, Belfast

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 4 days each week, totalling 28 hours.
Monday to Thursday 9am – 5pm

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 6 months from the date of interview, to cover any further vacancies which

may arise.

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.

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.

Benefits of working for PlayBoard

Encouraging work life balance

- Hybrid policy.
- Flexible working policy.
- Standard 35-hour week, with Time off in Lieu (TOIL).
- 24 days annual leave rising to 27 days after 5 years of service (plus bank holidays and pro rata for those who join us part time).

Wellbeing

- Caring for you and your family.
- Clear policies and procedures.
- Coaching approach to staff management.
- Regular opportunities to give ideas and feedback.
- Full range of family leave and well-being support.
- Return to work interviews.

Enriching your work life

- Sector competitive salaries employer pension contributions.
- Business expenses.
- Enhanced maternity, paternity and adoption pay.
- Enhanced sick pay.
- Induction training.
- In- house training.
- On the job learning.
- Regular support & supervision.

- Coaching and mentoring approach.
- Opportunities for learning and professional development.
- Team building and reflective practice sessions.

4. PERSON SPECIFICATION –

As Finance & Administration Officer, 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	Qualifications	**Qualification in accounts** of at least NVQ Level III or equivalent. **OR** if you do not possess the relevant qualification **3 years' experience** in a community-based finance department or similar with a strong accounts administrative understanding.
02	Experience	**Demonstrate experience** of maintaining financial records to include recording and accounting for income & expenditure.
03		**Demonstrate a minimum of 2 years**' experience of using QuickBooks accounting software or similar.
04		**Demonstrate** experience of using Sage Payroll software or similar.
05		**Demonstrate** experience of financial grant administration work.
06	Knowledge	**Demonstrate** knowledge & awareness of PAYE, Statutory payments and HMRC submissions.
Demonstrate Competency in the following:		
07	Communications	Excellent communication skills both written and verbal, with the ability to build and sustain relationships.
08	Teamwork	Have the capacity to work with others as a member of a team to meet agreed objectives.
09	Positive Attitude / Initiative / Ability to Work with Little or No Supervision	Passionate person who has the ability to act on own initiative, developing solutions to problems as they arise and to prioritise and manage own workload with minimal supervision.

10	Planning / Organising Skills	An individual who has strong planning and organisational skills with a strong attention to detail and a high level of accuracy.
11	Computer/Technical Literacy	Knowledge and application of IT, to include MS Word, MS Excel and MS Outlook within a working environment to construct, report and present information.
12		Flexible in working arrangements and adaptable to new sometimes unstructured working environments.

Desirable Factors

13	Qualification	3rd Level qualification in accountancy.
14	Experience	Experience of preparing for end of year accounts.
15		Experience of working with EU Funding.

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 3rd February 2025 @ 2pm

5. 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 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 a desirable criteria in order 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 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 anyperson, 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 byyou will be processed in accordance with the Data Protection Act 2018.

Your personal data will be:

- Processed lawfully, fairly and 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 dothe task accurately;
- Accurate and up to date;
- 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 (NorthernIreland) 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 theAgency or to the Equality Commission for Northern Ireland in the event of a claim ofdiscrimination.

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
- 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;

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.
- 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

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

6. 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 in detail 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.

- 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.

PlayBoard NI

Finance & Administration Officer

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