

**PlayBoard**

**7 Crescent Gardens**

**Belfast BT7 1NS**

**CONFIDENTIAL**

**Ref: (DCSF/25/05)**

**APPLICATION FOR THE POST OF**

**Director of Corporate Services & Finance**

**Instructions**

The completed form must be returned not later than **Monday 2nd June 2025 @ 2pm**

* Please complete this form as **accurately and fully** as possible, with reference to the Job Description and Person Specification provided. **Please read the Guidance Notes provided before completing your application. CVs will not be accepted.**
* Please ensure sufficient detail is provided to **demonstrate how you meet the eligibility criteria. If the appropriate detail is not provided, e.g. length of experience, dates and examples, your application will not be considered.**
* **Do not exceed the space provided on SECTION 4 –** additional pages or supplementary material will not be considered by the selection panel unless requested.
* Please complete the Equal Opportunities Monitoring Form at the end of the application form.
* Application forms received by PlayBoard after the above deadline will not be accepted.
* Before completing this form, please read the accompanying information.
* Applicants must complete the application form in **Tahoma**, no smaller than **font size 11**, or legible block capitals using black ink if handwritten. If you are typing onto your form, do not use bold or capitals.
* The layout of your application form will also be used in determining your computer skills

The successful candidate will be required to undergo an Enhanced Disclosure check via the AccessNI Service before commencement of employment.

|  |
| --- |
| **Section 1: PERSONAL DETAILS:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | |  | |
| **Surname:** |  | | | **Forenames:** | |  | |
|  |  | | | | |  |  |
| **Address:** |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | **Postcode:** |  |
|  |  | | | | |  |  |
| **Telephone No:** | | **Home:** |  | | | **Mobile:** |  |
|  |  | | | | |  |  |
| **Email Address:** | | | | | | | |
|  |  | | | | |  |  |
| **If successful, when could you take up this post:** | | | | |  | | |
|  |  | | | | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MEDICAL HISTORY** | | |  |  | |
| **Please give dates and details of any serious or recurring mental or physical illness, major surgery, etc., and give brief details:** | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  |  | |  |  | |
| **Are you a registered disabled person?** | | **Yes / No** |  |  | |
|  |  | |  |  | |
| **Over the last 2 years, how many days have you been absent from your work owing to illness?** | | | | |  |
| (This information will not necessarily exclude you from the post) | | | | | |

|  |
| --- |
| **Section 2: PRESENT EMPLOYMENT [if applicable]** |

|  |  |
| --- | --- |
| **Job Title** | **Date Employed from:** |
| **Name and Address of Current Employer:** | **Current Salary** |
| **Reason for Leaving** |
| Only add the Duties of the Post that are Relevant to This Application: | |

|  |
| --- |
| **Section 2: EMPLOYMENT HISTORY CONTINUED:** |

Outline previous full-time / part-time employment history for the past 10 Years:

Start with the most recent and work backwards (do not include present position)

|  |  |  |  |
| --- | --- | --- | --- |
| **Start & End Date**  (Month & Year) | **Name and Address of employer** | **Position held,**  **Salary,**  **Main duties** | **Reason**  **For Leaving** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 3: GENERAL DETAILS** | | |
| 1. **Are you related to any employee or Board member of PlayBoard?** | | | **YES/NO** | |
| **If YES, please state who and the relationship:** | | | | |
|  | | | | |
| **If Offered a position, we will seek references to cover a minimum of 3 years. If your current referees do not cover three years, we will approach past employers to cover at least this period.** | | | | |
| 1. **Referees** | | | | |
| **1. Present/Most recent Employer**  Preferably your Line Manager  (not a relative or personal friend) | | **2. Another work related, character referee**  (not a relative or personal friend) | | |
| **Name:** | |  | | |
| **Position:** | |  | | |
| **Address:** | |  | | |
| **In what capacity do you know them:** | |  | | |
| **Email:** | |  | | |
| **Telephone No:** | |  | | |

|  |
| --- |
| **We will not contact your referees prior to an offer being made.** |

|  |
| --- |
| **SECTION 4: ESSENTIAL** |
| The requirements for the post (details of which are on the Person Specification) are listed in this section. Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate’s responsibility to clearly demonstrate in the correct section how you meet the criteria to be shortlisted for interview.  It is essential that when a question asks for dates, examples or both, that you include these, as part of the selection will be your ability to take instructions and implement them in the form of your ability to answer the question as requested.  **Do not continue on additional pages** **or include any supplementary material** – these will not be copied to the Selection Panel and therefore their content will not be considered. |

|  |
| --- |
| **Academic Qualifications** |
| 1. **Demonstrate that you have a third level qualification/degree in a business, management, organisational development, personnel management/HR or finance related discipline.**   **Or**  **At least 5 years’ experience within the last 10 years, in a similar role within an organisation with an annual turnover of over £700k**  *Please provide specific details of how you meet these criteria in no more than 200 words*. |

|  |
| --- |
| **Experience/Knowledge** |
| 1. **Demonstrate a minimum of three years’ relevant** experience working at a **senior management level**, including demonstrable evidence of having worked at a strategic level and with a Board of Directors, Trustee’s or equivalent.   Please provide specific details of how you meet this criteria in no more than 400 words. |
| 1. (**A1**) **Demonstrate a minimum of three years’** relevant practical experience in financial management, accountancy and financial stewardship systems, including \*Preparation of accounts to trial balance, \*Preparation of annual accounts,   \*Submission of annual returns and \*Working with external auditors.  Please provide specific details of how you meet this criteria in no more than 500 words. |

|  |
| --- |
| 1. **Provide examples, that demonstrate your** experience of **planning and implementing annual budgets**, as well as apportioning running costs to meet funders requirements   Please provide specific details of how you meet this criteria in no more than 500 words. |
| 1. **Demonstrate** experience in **Personnel management**, including supervising, supporting and motivating staff, and organisational planning**.**   Please provide specific details of how you meet this criteria in no more than 400 words. |

|  |
| --- |
| 1. **Provide examples that demonstrate your experience in running & managing an office environment.**   Please provide specific details of how you meet this criteria in no more than 400 words. |

|  |
| --- |
| 1. **Provide examples that demonstrate your Understanding of the particular challenges of governance within a voluntary sector context.**   Please provide specific details of how you meet this criteria in no more than 500 words. |

|  |
| --- |
| 1. **Demonstrate your awareness of, and commitment to equal opportunities.**   Please provide specific details of how you meet this criteria in no more than 400 words. |

|  |
| --- |
| **Demonstrate by giving examples from your current & past work on how you meet the following competencies** |
| 1. **Demonstrate a wide working knowledge of IT systems and applications supported by relevant practical experience, including experience of QuickBooks and/or SAGE** **as well as Sage Payroll**   Please provide specific details of how you meet this criteria in no more than 500 words. |

|  |
| --- |
| 1. **Demonstrate your excellent interpersonal, oral and written communication skills with the ability to compile and present information at a Board/Committee level, external agencies and funders.**   Please provide specific details of how you meet this criteria in no more than 400 words. |
| 1. **Demonstrate your ability to negotiate and maintain effective relationships with key contacts internally and externally, displaying sensitivity, tact and diplomatic skills.**   Please provide specific details of how you meet this criteria in no more than 500 words. |
| 1. **Demonstrate your ability to prioritise tasks and to work to tight deadlines, demonstrating a high degree of initiative.**   Please provide specific details of how you meet this criteria in no more than 400 words. |

|  |
| --- |
| 1. **Flexible attitude towards working patterns**   Please provide specific details of how you meet this criteria in no more than 100 words. |

|  |
| --- |
| 1. **Demonstrate a full current driving licence\* and access to a form of transport that will enable the postholder to meet the travel requirements of the Job in full.**   **\***If the applicant does not hold a licence or if the effects of a disability preclude an individual from holding a driving licence, then applicants should indicate how they can meet the mobility requirements of the post in full – i.e. the ability to travel throughout Northern Ireland, ROI and Great Britain, during normal working hours and on some occasions at evenings and weekends.  Please provide specific details of how you meet this criteria in no more than 100 words. |

**DESIRABLE**

|  |
| --- |
| 1. **Demonstrate your understanding of the funding arena within the Voluntary and Community sector.**   Please provide specific details of how you meet this criteria in no more than 500 words. |
| 1. **Demonstrate your experience of strategic representation.**   Please provide specific details of how you meet this criteria in no more than 500 words. |

**You should satisfy yourself of your eligibility by reading the essential & desirable requirements of the post before the application is submitted.**

**A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.**

**I declare that the information on this questionnaire is correct and I have omitted nothing that to the best of my knowledge that might affect my application.**

**Submission**

**Please submit** a **Microsoft Word version** of your application

**You can either email** your completed MS Word application to **jimmy.gillen@playboard.co.uk** and if you are successful in being invited to attend interview, you will be asked to sign your application form

**Or you can sign your form and post it** to the address below

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The completed form must be returned not later than

**Monday 2nd June 2025 @ 2pm**

Jimmy Gillen

Director of Corporate Services & Finance

PlayBoard

7 Crescent Gardens

Belfast

BT7 1NS

**Please complete the equal opportunities monitoring form below.**

**EQUAL OPPORTUNITIES POLICY**

**STATEMENT OF INTENT**

1. It is the policy of PlayBoard to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and similar objective and relevant criteria.
2. No applicant for employment or employee will be treated less favourably than another on grounds of race, gender, marital status, nationality, ethnic or national origin, colour, creed, disabilities, age (except where there are legal limitations in certain jobs) or sexual orientation.
3. It is the duty of all employees to accept their personal responsibility for the practical application of the policy, but PlayBoard acknowledges that specific responsibilities fall upon Management, Supervisors and individuals involved in recruitment and personnel management.
4. To safeguard individual rights under the policy, any employee who believes that PlayBoard has applied inequitable treatment to him or her within the scope of the policy should raise the matter through the appropriate grievance procedure.
5. To make the policy work requires much more than this formal statement. The policy will assist the creation of the right climate for success but it is for each employee to make his or her own contribution. The policy will, therefore be brought to the attention of every employee and job applicant and will be kept under regular review.

PlayBoard strives to be an Equal Opportunity Employer.

**Please complete the Equal Opportunities Monitoring form below**

**Equal Opportunities Monitoring**

**PRIVATE AND CONFIDENTIAL**

It is the policy of PlayBoard to ensure that all eligible persons have equal opportunity for employment and advancement on the basis of their ability, qualifications and aptitude for the work. PlayBoard selects those suitable for appointment solely on the basis of merit, without any regard whatsoever to an individual’s sex, religion, political opinion, disability or race. PlayBoard is monitoring its activities to ensure that its equal opportunity policy is effectively implemented and in order to comply with its legal obligations under the Fair Employment (Northern Ireland) Act 1989**.**

**National Insurance number**

Please enter your National Insurance Number below:

**Gender**

Please tick one box:

Male

Female

**Age**

Please give your date of birth:

Day Month Year

**Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I have a Roman Catholic community background

I have a Protestant community background

I have neither a Protestant or Roman Catholic community background

**(If you do not answer the above questions we are encouraged to use the ‘residuary’ method which means we can make a determination on the basis of personal information on file.)**

**Disability**

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself to have a disability (Please tick one box below)?

Yes

No

**Race**

Please tick one box to indicate your race:

White Black African

Black Caribbean Bangladeshi

Chinese Black Other

Pakistani Indian

Are you a member of a Mixed Ethnic Group?

Yes

No

Are you a member of the Irish Travelling Community?

Yes

No

If you are of other ethnic origin, please specify

**Language**

Is English your first language? (Please tick one box below):

Yes

No

**Sexual Orientation**

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

Of the same sex (this covers gay men and lesbians)

Of a different sex (this covers heterosexual men and women)

Of the same sex and of the opposite sex (this covers bisexual men and women)

**Marital status**

Please indicate your marital status by ticking one box below:

Single, that is never married or in a civil partnership

Married

Separated, but still legally married

Divorced

Widowed

In a civil partnership

Separated, but still legally in a civil partnership

Formerly in a civil partnership which is now legally dissolved

Surviving partner from a civil partnership

**Dependants**

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

Yes

No

Access to this information will be strictly controlled and will not be available to those considering your application for employment.

Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than equal opportunities monitoring.