



# PLAYBOARD NI

CELEBRATING 40 YEARS OF PLAY

## Candidate Information Booklet

### Director of Corporate Services & Finance

Ref: DCSF/25/09



Children need the freedom and time to play.  
Play is not a luxury.  
Play is a necessity.

Completed applications must be submitted no later than  
2pm Friday 26<sup>th</sup> September 2025

## Director of Corporate Services & Finance

### CANDIDATE INFORMATION PACK

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## 1. WELCOME

It is my absolute 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 **Friday 26<sup>th</sup> September 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 thirty so years the organisation has grown and developed both its standing and remit. To achieve its vision the organisation works through a vast 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.

As a membership organisation, PlayBoard works closely with and provides support to its member groups. Our membership are committed to helping us achieve our vision and mission as collectively we all want to see improved play outcomes for all the children and young people's lives in Northern Ireland.

PlayBoard has come a long way since its formation in 1985. PlayBoard then was one of four UK national organisations set up under the auspices of the Association for Children's Play and Recreation, a UK-wide group with responsibility for co-ordinating children's play.

Although the PlayBoard of the 21st century is many miles away from the original Association, it has remained true to its old aims and objectives.

Through its 40-year journey PlayBoard has been guided by various government policy developments and legislation – the UK ratification of the UN Convention on the Rights of the Child; the Children (NI) Order and the PlayCare Initiative to name but a few, but PlayBoard has always remained true to its mission statement "Leading the Play Agenda" in working for the child's right to play.

Looking back over the history of PlayBoard, it is apparent that many of the philosophical issues that originally gave rise to PlayBoard back in 1985, still remain today. PlayBoard, however, remain committed to campaign, lobby and raise awareness of the play and leisure needs of children and young people and to putting play on the agenda of policy makers and resource providers.

## **Governance / Organisational Structure**

PlayBoard NI is a registered charity (Charity Reference No. NIC104724), a voluntary organisation and a company limited by guarantee, (Company No. NI30225).

PlayBoard's Executive Committee are responsible for the strategic governance of the organisation. Up to 10 Executive Committee members which include PlayBoard Honorary Officers are nominated and duly elected by PlayBoard at its Annual General Meeting.

Committee members are appointed for a period of three years. Executive Committee members elected to an Honorary Officers post may extend their tenure to a maximum of six years. The Executive Committee can also co-opt up to four additional members to fill a skills gap in the Committee make up as they see fit

The day-to-day operations of PlayBoard are overseen by a Senior Leadership Team, which comprises of the Chief Executive and two Directors: The Director of Corporate Services and Finance and the Director of Service Delivery & Development.

- The Director of Corporate Services & Finance is responsible for the management of PlayBoard's accommodation, business continuity, communications, finance, HR, ICT and business support functions.
- The Director Service Delivery & Development is responsible for the development and delivery of all play services and strategic engagement at both a local and national level.

Operational reporting is undertaken by a wider Management Team, which comprises of the Chief Executive, Directors, Service Delivery and Development Manager, Regional Childcare Coordinator and the Service Delivery and Development Coordinator.

The current organisational structure is set out at **Appendix 1**.



### 3. STRATEGIC PLAN

#### Our Context

A membership organisation, PlayBoard work closely with and provides support to over 1,800 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.

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.



## PlayBoard's Aim's, Objectives & Outcomes'

<b>Aim 1</b>	<b>Objectives</b>	<b>PB Outcome</b>
Be the authoritative voice for play	<b>1.1:</b> To advocate for play	The knowledge, conditions and actions underpinning policy will be better informed about the importance of resourcing and planning for play.  This will result in improved outcomes for children and young people
	<b>1.2:</b> To Build our Evidence based on practice and experience	The knowledge base for play will be enhanced and this will inform better planning, improved service delivery. Evidence will shape and inform policy decisions and spend.
	<b>1.3:</b> To Strengthen the Voice of Children & Young People;	The Play volume will be turned up! More people will be aware of the benefits of play and this in turn will drive demand for better improved services.

<b>Aim 2</b>	<b>Objectives</b>	<b>PB Outcome</b>
Promote Quality in Play and Playwork Practice	<b>2.1:</b> To promote and develop the Playwork workforce	Professional recognition for play & Playwork across multiple sectors
	<b>2.2:</b> To develop and embed Playwork practice across multiple disciplines	Improved play practice and quality play experiences for children
	<b>2.3:</b> To deliver Play programmes	More opportunities for children to play and demonstrate models of good practice, and innovative practice.

<b>Aim 3</b>	<b>Objectives</b>	<b>PB Outcome</b>
Increase and improve Opportunities for Play	<b>3.1:</b> Work with all disciplines to enhance understanding and knowledge of play and play work.	Better Play experiences and opportunities for <b><u>all children</u></b>
	<b>3.2:</b> Develop <b>and maintain</b> strategic alliances, collaborations and new partnerships to promote the benefits of play.	PlayBoard will achieve cross sectoral appreciation and investment in play



<b>Aim 3</b>	<b>Objectives</b>	<b>PB Outcome</b>
	<b>3.3:</b> Enhance cross border profile to share learning and develop new relationships and partnerships	Increased profile for PlayBoard with greater opportunities for play in the Republic of Ireland

<b>Aim 4</b>	<b>Objectives</b>	<b>PB Outcome</b>
PlayBoard's organisational growth and development	<b>4.1:</b> Advance PlayBoard's growth & sustainability	PlayBoard becomes economically secure
	<b>4.2:</b> Enhance PlayBoard's competence, capability and capacity	PlayBoard will be a strong confident, fit for purpose organisation with appropriately trained and qualified staff
	<b>4.3:</b> Enhance Organisational leadership, culture and growth	PlayBoard <b>will</b> have strong leadership, management and decision-making structures



## 4. JOB DETAILS

### PLAYBOARD NI JOB DESCRIPTION

<b>PLAYBOARD NI</b>	PlayBoard NI is a Charity, registered as a Company Limited by Guarantee in Northern Ireland.
<b>POST:</b>	Director of Corporate Services & Finance
<b>RESPONSIBLE TO:</b>	Chief Executive Officer (CEO)
<b>JOB PURPOSE:</b>	The overall Management and Leadership of PlayBoard's Finance, Human Resources & Administration Department
<b>JOB LOCATION</b>	PlayBoard NI is based at 7 Crescent Gardens, Belfast.

### JOB SUMMARY

The appointee will be responsible for the management of the Human Resources, Administration & Finance Department and staff therein. S/he will be responsible to the CEO for all financial and management accounting affairs, ensuring income is maximised and expenditure is controlled within agreed limits.

The appointee will lead the modernisation and maintenance of PlayBoard's internal governance, risk, and financial management systems, embedding streamlined processes and technological solutions to ensure compliance with statutory guidance and good practice. As Head of Corporate Services, HR, and Administration, the appointee will be responsible for ensuring that PlayBoard operates with efficient and effective systems aligned with sector standards. Additionally, they will play a key role as a member of the Senior Management Team, supporting the Chief Executive in driving the organisation's overall development and strategic direction.

### The post holder will:

- ✓ Be a leader, creating an environment and culture where best practice, governance, relationships and professional development of staff flourish.
- ✓ Be accountable to the CEO for the leadership, management, performance, governance and development of PlayBoard.
- ✓ Build alliances and partnerships with other organisations and act as an ambassador for PlayBoard.
- ✓ Work with the CEO to develop and implement the strategic plan, ensuring alignment with PlayBoard's short-term and long-term objectives.
- ✓ Lead all operational and business activities to ensure effective, efficient and safe running of all statutory, financial, regulatory and legal requirements.
- ✓ Work collaboratively with the Senior Management Team to continuously improve play services for children & young people and their families, responding to changing C&YP's needs and requirements.
- ✓ Develop and sustain income streams and financial controls which provide ongoing financial security of PlayBoard.

## KEY OBJECTIVES

- To advise the CEO on all matters relating to the management and administration of the agency's finances.
- To prepare company accounts for audit, ensuring the prompt and accurate production of financial reports and projections, including Intermediary Funding Body requirements.
- To provide direction and leadership on all matters relating to organisational and information governance ensuring that the needs of PlayBoard are met.
- To develop and manage PlayBoard's corporate governance, risk and financial management systems and processes, including health and safety, ensuring organisational policies and procedures reflect both legislative and best practice.
- To manage the agency's headquarters, ensuring effective management of estate, HR & administrative systems in adherence to current legislation.

## MAIN DUTIES & RESPONSIBILITIES

### Financial accounting

1. To establish and maintain appropriate financial management systems, policies and procedures, including maintenance of adequate financial records, budgetary control systems, liaison with funding agencies, legislative compliance, regular interval financial progress reporting, the preparation of salaries and wages and co-ordination of external auditing needs.
2. Produce annual financial accounts and supporting schedules for the agency that comply with statutory requirements and liaise with external auditors.
3. Implement appropriate and effective financial and budgetary control systems in accordance with PlayBoard procedures, policies and best practice.
4. Operate, maintain and develop the purchase, nominal and payroll ledgers and cashbook on the computerised financial accounting system and complete end of year procedures.
5. Manage the efficient flow of financial resources into and out of the Agency through effective credit and debt control.
6. Ensure financial compliance, in line with Funding Body requirements.
7. Assist in the preparation of funding applications, prepare budgets and financial monitoring information for external funders as required.
8. Prepare and present management information and reports to the Board of Directors.

### Secretariat to the Board

1. Support the Board in meeting legal and regulatory duties, ensuring compliance with charity, company, and employment legislation.
2. Coordinate Board/committee meetings – schedule, prepare papers, take minutes, and follow up on actions.
3. Maintain accurate governance records, including declarations, terms of office, and membership



registers.

4. Act as a key link between the Board, CEO, and senior staff, supporting clear, timely communication.
5. Handle sensitive information with discretion and professionalism.
6. Ensure adherence to internal governance frameworks and external regulatory requirements.
7. Support the identification and monitoring of organisational risks, providing updates to the Board and ensuring alignment with the organisation's risk management framework.
8. Assist with onboarding and induction of new Board members.
9. Support the planning and delivery of governance reviews and development initiatives.

### **Human Resources**

1. Develop, maintain and implement effective human resource policies and procedures in line with PlayBoard, human resource strategy, current legalisation and good employment practice.
2. Manage staff within the Finance, HR & Administration Department.

### **Administration**

1. Responsible for the management of PlayBoard's offices including the introduction and maintenance of office administration systems and to act as the point of contact with staff on administrative matters including organisation policies and procedures.
2. To liaise with the Managerial team in relation to PlayBoard corporate services and effectively contribute to the PlayBoard's strategic planning processes.
3. To ensure effective and efficient internal and external communications systems.
4. Support organisational compliance with internal governance frameworks, GDPR requirements, and regulatory standards (e.g., Charity Commission, Companies House).
5. Responsibility for the Agency's ICT policies and maintenance.
6. Development and management of an organisational risk register.
7. Positively promote and represent the Agency on external bodies.

### **GENERAL**

- Maintain strict confidentiality in all matters relating to PlayBoard, its business, Members, staff and others
- To ensure that all staff, members, beneficiaries, partners, volunteers and users of PlayBoard NI are respected and valued.
- Uphold the commitment of the organisation to equality and diversity.
- Undertake any other duties as required by the CEO.

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**The above list gives a broad indication of the main duties of the post. The emphasis on duties will vary over time according to business need.**

<b>Contract:</b>	This is a permanent post subject to continued funding.
<b>Salary:</b>	Points: 43-46 = £49,590 - £52,662
<b>Location:</b>	7 Crescent Gardens, Belfast
<b>Travel Costs:</b>	Travel mileage costs will be paid for any travel incurred carrying out the duties of the post.
<b>Hybrid Working:</b>	PlayBoard currently operates a hybrid working policy which provides staff with the opportunity to work on a limited hybrid basis for those posts where it is appropriate to do so.
<b>Hours of work:</b>	The successful candidate will be required to work 5 days each week, totalling 35 hours. Monday to Thursday 9am – 5pm / Friday 9am – 4pm
<b>Annual Leave:</b>	24 days per annum, rising to 27 days after 5 years continuous service, plus appropriate statutory days.
<b>Pension:</b>	PlayBoard offers all employees up to 5% pension contribution.
<b>Probation</b>	Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 6 months. The appointee will be expected to demonstrate a track record of effective service within this period.
<b>Reserve List:</b>	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 only 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.





## 5. PERSON SPECIFICATION

**As Director of Corporate Services & Finance**, the successful candidate on taking up appointment will be expected to possess well-developed skills alongside the required level of knowledge and experience needed for this senior post.

### ESSENTIAL CRITERIA

	Essential Factors	Minimum Requirement	Assessed	
1	Qualifications	A relevant <b>third level qualification / degree</b>  <b>Or</b> At <b>least 5 years' experience</b> within the last 10 years, in a similar role	A/F	
2	Experience	<b>(A1)</b> A <b>minimum of three years'</b> experience working at a <b>senior management level</b> , which must include working at a strategic level with a Board of Directors, Trustee's or equivalent.	A/F	Intv
3		A <b>minimum of three years'</b> relevant practical experience in financial management, accountancy and financial stewardship systems, including *Maintaining accounts to trial balance, *Preparation of annual accounts, *Submission of annual returns and *Working with external auditors.	A/F	Intv
4		Experience of <b>planning and implementing annual budgets</b> , as well as apportioning running costs to multiple funders requirements.	A/F	Intv
5		Experience in <b>Personnel management</b> , including supervising, supporting and motivating staff, and operational planning.	A/F	Intv
6		Experience of <b>running &amp; managing an office</b> environment.	A/F	
7	Knowledge	Understanding of the particular <b>challenges of governance</b> within a voluntary sector context.	A/F	
8	Competence	A <b>wide working knowledge of IT systems and applications</b> supported by relevant practical experience, including experience of QuickBooks and/or SAGE as well as Sage Payroll.	A/F	Intv

	Essential Factors	Minimum Requirement	Assessed	
9	Competence	Excellent interpersonal, <b>oral and written communication</b> skills with the ability to compile and present information at a Board/Committee level, external agencies and funders	A/F	Intv
10		The ability to <b>negotiate and maintain effective relationships</b> with key contacts internally and externally, displaying sensitivity, tact and diplomacy skills.	A/F	
11		Ability to <b>prioritise tasks</b> and to work to tight deadlines, demonstrating a high degree of initiative.	A/F	
	Flexibility	<b>Flexible attitude</b> towards working patterns	A/F	Intv
	Other	<p>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.</p> <p>*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.</p>	A/F	Intv
<b>DESIRABLE</b>				
12	Knowledge	Understanding of the <b>funding arena</b> within the Voluntary and Community sector.	A/F	
13	Experience	Experience of <b>strategic representation</b>	A/F	

### Please note

The Panel reserve the right to enhance the shortlisting criteria, as appropriate, in the event of a large volume of applications.

- In the event of the pool of shortlisted candidates remaining too large **(A1)** may be increased to 5 years

**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 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**

**Friday 26<sup>th</sup> September 2025 @ 2pm**





## 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 criterion required for this post.

In responding to the criteria, 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 criterion.

***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 Tahoma font with a minimum size 11**, 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 a 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. It is up to you to tell them what you have done in order to meet 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.

### 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 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 involved in 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 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 do the 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 (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
- 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](http://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](http://www.nidirect.gov.uk/vetting) or [www.accessni.org.uk](http://www.accessni.org.uk).

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



## 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 is designed to test.

**A competence-based interview does however require you to:**

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

**In preparation for the interview, you may wish to think about having a clear structure for each of 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.

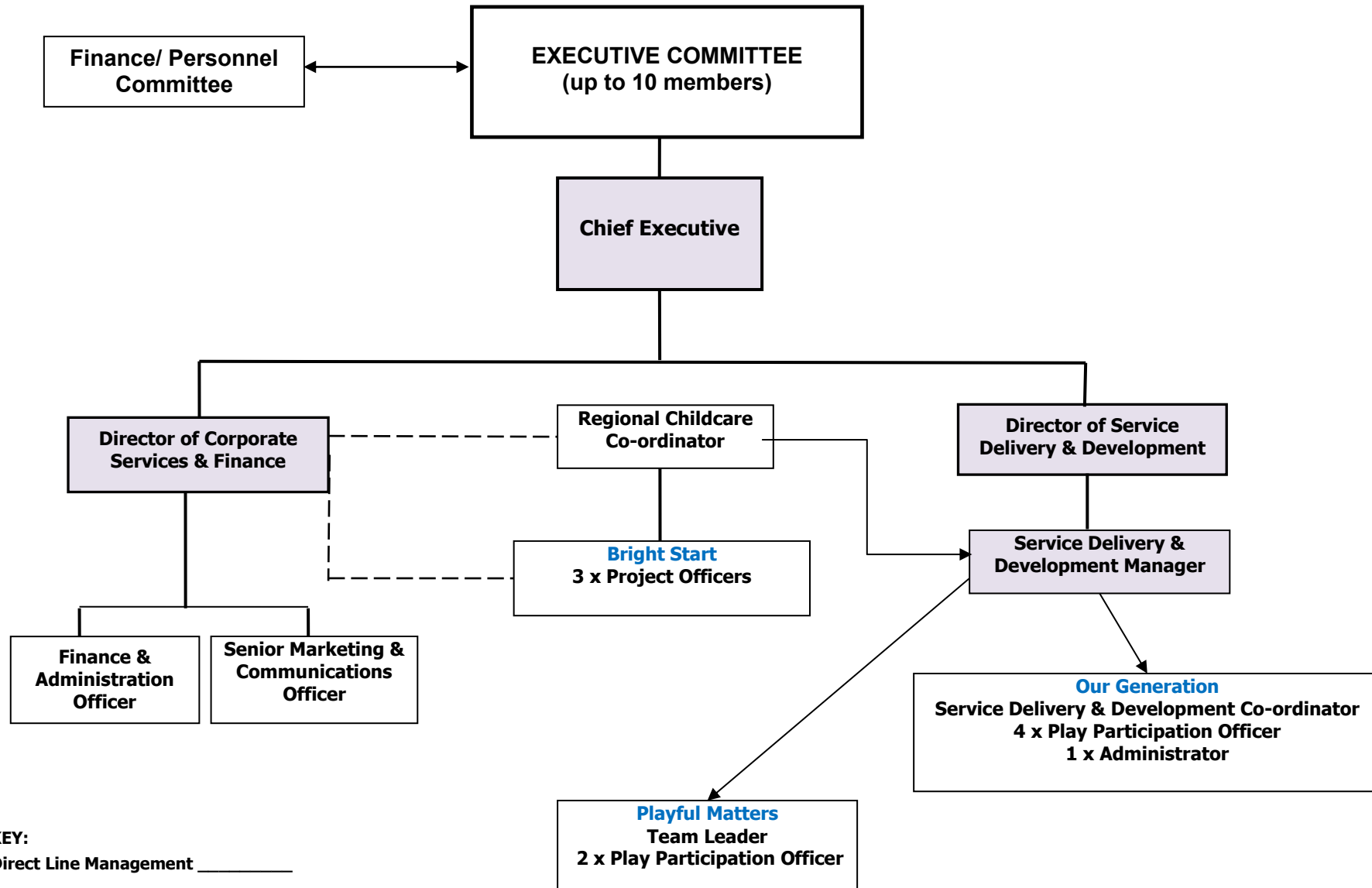
**Good luck.**





## PLAYBOARD ORGANISATIONAL STRUCTURE

## Appendix 1





**PlayBoard NI**

**Director of Corporate Services & Finance**

**Information Booklet**