

**board
room**
apprentice

Boardroom Apprentice 2021 Information for applicants

1st September 2021 - 31st August 2022

#GetOnBoard



Integrity | Responsibility | Honesty | Commitment | Passion | Motivation



A message from Eileen:

When I started out on my first Board, it was daunting and exciting in equal measures. I wasn't sure what was expected of me, or in fact what contribution I could make. When I reflect back, there was no training, no support and certainly no opportunity to gain experience before I took the step as a fully signed up board member.

Since 2007, 163 individuals have embarked on their Boardroom Apprentice journey. Each one clear on their desire to serve and to play a part in public life.



Boardroom Apprentice has been created to enable those who want to serve to be able to do just that. For me, preparing people to take on these significant roles beforehand is the right and responsible thing to do.

The vision is simple, bridging the gap between aspiration and reality. Allowing those without board experience, to gain experience and enhancing their knowledge and understanding through in-depth learning and support.

Boardroom Apprentice is about delivering diversity, creating change and achieving aspirations.

It is important you are clear on the commitment required to be a Boardroom Apprentice. This information pack and the website contain everything you need to know before you make the decision to apply.

Boardroom Apprentices are expected to seek and secure a Board appointment within 12-18 months of completing Boardroom Apprentice. You get the gift of being a Boardroom Apprentice in turn you will give the gift of giving back and serving.

Is it time for you to step up and play your part?

Best of luck

Eileen Mullan

Founder, Boardroom Apprentice



“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has”



Margaret Mead

Overview:

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

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

This document provides further information that will support you in deciding to apply for a place on the Boardroom Apprentice 2021 which runs from the 01st September 2021 – 31st August 2022.

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

If you have any questions, please email info@boardroomapprentice.com

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What is the Boardroom Apprentice?

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

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

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

Our vision:

- To move the Board Member role from aspiration to reality

Our aims:

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

Learning Days:

The learning days are focused on building knowledge, understanding and confidence to not only know what is required of you as a Board Member, but how to deliver on the role fully using that knowledge with confidence. There is a group project which enables you to get to grips with the many challenges faced by boards in regards to leadership, governance, communication, relationships and information. This is not an accredited programme therefore no assignments or homework. The time commitment for the learning days is outlined below. Learning Days are mandatory. Do not apply if you are unable to attend all the days in full. All learning days will be held within the Greater Belfast/Antrim area (Covid permitting)

***Do not apply if you are just looking to undertake the learning days only, they are only one part of being a Boardroom Apprentice**

Learning Day	Title	Date & Time
1	It's all about You	3rd September 2021 09:00 - 17:00
2	It's all about the Governance*	1st October 2021 09:00 - 17:00
3	It's all about the Communication*	5th November 2021 09:00 - 17:00
4	It's all about the Questioning	3rd December 2021 09:00 - 17:00
5	It's all about the Numbers*	7th January 2022 09:00 - 17:00
6	It's all about the Partnership	4th February 2022 09:00 - 17:00
7	It's all about the Panel	4th March 2022 09:00 - 17:00
8	It's all about the What's next	1st April 2022 09:00 - 17:00

additional dates are noted under the Covid Section – please hold these also

The Host Boards?

Over 50 Boards from across the third and public sectors have agreed to be a Host Board for the 2021 programme. Successful applicants will be placed with one of these organisations. Applicants can identify which organisations they would prefer to be placed with (1,2,3), but please note that it may not be possible to fulfil everyone's preferences. The final decision as to who is placed where will be made by the selection panel. When selecting your top three boards, please review the commitment required (meetings can be monthly, bi-monthly and quarterly, you are expected to attend all Board and Committee Meetings). You will be asked in the application form to detail any connections you have with your chosen boards; these connections may impact on your ability to be matched. It is important to detail the connection no matter how small or insignificant it may seem to you. Details on the host boards can be found on the website – please review them all.

What is expected of a Boardroom Apprentice?

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

Are Boardroom Apprentices paid?

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

Who can apply?

Apply by completing the online application form. Please note, your application will not be considered if your form is not fully completed – this is your responsibility. Please do not send a CV, or additional materials as these will not be considered. The closing date for applications is 1100am Tuesday 01st June. Applications received after this will not be accepted. You will receive a notification that your Application Successfully Submitted. If you do not receive this, then your application has not been submitted.

Application Successfully Submitted

Thank you for applying for Boardroom Apprentice 2021

Late applications will not be accepted/processed.

Please note only successful and reserve applicants will be notified of the outcome.

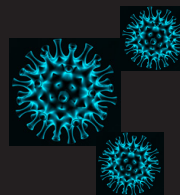
If you do not receive a response by close of business Friday 18th June you have not been selected.

Due to the anticipated high numbers of applications, feedback on unsuccessful applications will not be provided.

The Boardroom Apprentice Team

COVID-19

In order to deliver Boardroom Apprentice 2021 in light of Covid-19, we may need to do things a little bit different. We are planning to have all learning days to be in person and as a backup we will utilise online virtual tools where necessary. At all times we will comply with all government advice. We are asking Boardroom Apprentice to be agile, flexible and work with us. In light of that we ask that you hold the 08th October 2021, 12th November 2021 and 14th January 2022 in the event we need to do split the group in line with government guidance. The safeguarding of all involved in the programme will be paramount.



Welcome event

A welcome event will be held on Wednesday 23rd June. Depending on government guidance, this will either be held in person or via an online platform. Please hold the morning of the 23rd in your diary. If you are successful, you will need to attend.

This event will give you the opportunity to meet your Host Board and their current Boardroom Apprentice.

Selection Criteria:

Eligibility

- Have not held a board position on a public-sector body
- Have no /little experience on a third sector board/committee

Motivation

- Have a passion about our society and want to give something back and make a difference

Values

- Applicants will need to show that they share our values and how they will apply them as a Boardroom Apprentice:

Integrity | Responsibility | Honesty | Commitment | Passion | Motivation

Commitment

- Commit to attending and participating fully in all eight learning days
- Commit to giving all the time necessary to prepare for, attend and participate at board and committee meetings with your host board and with your board buddy
- Confirm that your employer (if you are employed) will support you to fully complete the programme

Disqualifications

You must not have been appointed to a public-sector body. Therefore, any applicant who has such prior service will not be eligible to be selected. Given the aims of the project, we are looking for applicants who have no board experience. These applicants will be prioritised. Applicants who are unable to make the commitments required or secured their employer's support will not be eligible to be selected.

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

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

How to apply?

Apply by completing the online application form (needs completed in one sitting). Please note, your application will not be considered if your form is not fully completed – this is your responsibility. Please do not send a CV, or additional materials as these will not be considered. The closing date for applications is 11:00am Tuesday 1st June. Applications received after this will not be accepted.

The selection process

We will not be interviewing applicants. Instead, the selection decision will be made after consideration of the information that you provide in your completed application form. Only successful and reserve applicants will be notified of the outcome. If you do not receive a response by 18th June, you have not been selected. Due to the anticipated high numbers of applications, feedback on unsuccessful applications will not be provided.

Monitoring Information

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