



Boardroom Apprentice 2023 Information for applicants

1 September 2023 – 31 August 2024

#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 provided, no support and certainly no opportunity to gain experience before I took the step as a fully signed up board member.

Since 2017, 319 individuals have embarked on their Boardroom Apprentice journey. Each one clear on their desire to serve and to play a part in public life.



I created this 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-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 time for you to step up and play your part?

Best of luck

Eileen Mullan



“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. Types of boards in the Voluntary and Community Sector include school governors, voluntary, community organisations, sporting clubs and parent teacher associations. Public sector boards include Health and Social Care Trusts, Further Education Colleges and regulators such as the Charity Commission. Private companies also have boards for example 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, Boardroom Apprentice 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 NI Boardroom Apprentice 2023 which runs from the 01st September 2023 – 31st August 2024.

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 Apprenticeship?

The Boardroom Apprenticeship is a unique 12-month board learning, development and placement programme that enables a diversity of new people to come forward to learn how to give their time and share their skills with third and public-sector boards. It aims to unlock a wider diversity of skills, knowledge and lived experience to enable a diverse range of individuals to play their part within Boardrooms and move the Board Member role from aspiration to reality. Boardroom Apprenticeship is built on three key pillars.

- Provision of a 12-month practical hands on board placement to gain experience
- The transfer of knowledge and understanding through learning days
- 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 in Belfast.

***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	8 September 2023 0900 – 1700
2	It's all about the Governance	6 October 2023 0900 – 1700
3	It's all about the Communication	3 November 2023 0900 – 1700
4	It's all about the Questioning	15 December 2023 0900 – 1700
5	It's all about the Numbers	5 January 2024 0900- 1700
6	It's all about the Partnership	2 February 2024 0900 – 1700
7	It's all about the Panel	1 March 2024 0900 - 1700
8	It's all about the What's Next	5 April 2024 0900 - 1700

The Host Boards?

Host Board from across the third and public sectors have agreed to be a Host Board for the 2023 programme. Successful applicants will be placed with one of these organisations. Applicants can identify which Host Board 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 Meeting and assigned to Committees also). 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 uphold the values of Boardroom Apprentice
- to attend and fully participate in all learning days
- to attend all board and committee meetings with your assigned Host 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. It is not a requirement of the Host Board to pay for travel expenses. You will need to pay all costs associated with attending learning days.

Who can apply?

This programme is about encouraging new people to prepare for board positions in the public and third sectors. It is open to all ages (16+), all backgrounds and all abilities as long as you meet the selection criteria. To date our youngest Boardroom Apprentice was 19 and our oldest 62.

What is the cost to do this programme?

There is no financial cost for the Boardroom Apprentice to undertake the programme. You are expected in return to give and apply your commitment to the fullness of the programme, enter into this with a willingness to learn, be prepared to step outside your comfort zone and have and be ready to give back after completing the programme.



“I still pinch myself that Boardroom Apprentice exists!!! And how privileged I am to be a part of it. It was always about commitment to the learning and commitment to getting on a board. This was, from the start and throughout, the real deal. I intend to carry that ethos on, and Boardroom Apprentice has given me the confidence to do so.”



Boardroom Apprentice

Selection Criteria:

Eligibility

- Have not held a board position on a public-sector body
- Have no 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:

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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

If you have already been appointed to a public-sector body you will not be eligible for this programme. Applicants who are unable to make the commitments required or have not secured their employer's support will not be eligible to be selected.

Additional Notes

Some Host Boards will require security clearance and/or DBS checks to be undertaken.

Civil/public servants are eligible to apply if they meet the criteria. Consideration must be given when choosing host boards to ensure they are not related to their home/sponsoring Department. Conflicts of interest may need to be considered if they are in a central role working across multiple Government Departments. The advice is that Third sector host boards are more appropriate.

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.

Salary will not be reimbursed for employees on the programme as a Boardroom Apprentice, this is a learning and development programme and may count towards learning and development days for the year.

If you have little voluntary board experience you will have an opportunity 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. Applicants who have no board experience will be prioritised.



“This has a sense of equal opportunity for all at its heart. No matter what gender, age culture or race. If you possess the drive and commitment, a place on any board is within your grasp”



Boardroom Apprentice

How to apply?

Apply by completing the online application form (best to complete 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 **3:00pm Monday 19 June 2023**. 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 **7 July 2023**, 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.

Host Boards we have worked with



