

**Application Pack**

Chair of the NTfW Executive Board

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**Introduction**

Thank you for your interest in being Chair of the National Training Federation for Wales (NTfW) Executive Board.

This is an exciting time for NTfW, as we look to re-purpose the organisation to deliver even better services to our members, and engage with a wide range of external stakeholders, to inform them of the benefits of the work-based learning programmes delivered by our network of quality-assured independent training providers. As Chair you will lead the Board in setting the strategic direction and monitor the delivery of the organisation’s business strategy, plans and performance objectives.

If you believe you have the knowledge, skills and experience to take on this responsibility and contribute to the good governance of the NTfW, I would be delighted if you would take the next step and complete and submit an application.

Good luck with your application. I look forward to hearing from you.

*John Nash*

John Nash

Interim Chair, NTfW

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**Background**

Further to the recommendations outlined in a recent review of the governance of the NTfW Executive Board, the NTfW is seeking to appoint a Chair who will lead the Board, and together with them, will continue to set the strategic direction for the organisation and monitor the delivery of the organisation’s business strategy, plans and performance objectives.

The Chair and the other members of the NTfW Executive Board are responsible for steering and developing the overall work of the organisation, while the Director of Operations will manage its day to day operation.

**The Organisation**

The National Training Federation for Wales (NTfW) is a ‘not for profit’ membership organisation of over 70 organisations involved in the delivery of apprenticeships and employability skills programmes in Wales.  We are a pan-Wales representative body for a network of quality assured independent training providers, who are contracted by the Welsh Government to deliver their apprenticeship and employability skills programmes. Providers who are commissioned by the Welsh Government to deliver work-based learning programmes in Wales are members of the NTfW. As such, the NTfW is seen as the authoritative organisation on apprenticeships and employability skills programmes in Wales.

Through its Policy Development Team, the NTfW strives to improve the quality of delivery, equality and diversity and increase the uptake of Welsh-medium and bilingual qualifications. In addition the NTfW Apprenticeships Team works with employers to drive up the level of employer engagement in the Apprenticeships Programme, whilst encouraging the recruitment of young people into areas of regional or national importance.

The NTfW is currently governed by elected and co-opted individuals who are representatives of their organisations, who are in turn, the members of NTfW. However, it has been identified that this model needs to be changed, in order for the NTfW Executive Board to become more effective. As such, and in addition to the appointment of an ‘independent Chair’, work is currently being undertaken to appoint a re-constituted Board, which will include representatives from the business community and a learner representative.

The role of the NTfW Executive Board is to provide the strategic leadership for the organisation, ensuring the delivery of the NTfW Strategic Plan, specifically:

**Mission** – Improve the Welsh economy through delivering world class work-based learning

**Purpose** – Developing the Network of providers to deliver excellence in vocational skills

**Strategic Priorities**:

* Shaping and Influencing
* Representing employment and skills in Wales
* Sharing knowledge and information
* Raising the profile of work-based learning in Wales
* Engaging employer organisations with workforce development
* Promoting and supporting high quality provision for learners

Operationally, the NTfW has a small team of staff (currently 10) who deliver the day-to-day activity of the organisation. This small team is led by the Director of Operations, who is responsible for the day-to-day management of the organisation, including the human, physical and financial aspects of the organisation, as well as supporting the Board with their responsibility for the delivery of the Strategic Plan.

The NTfW ensures that the voice of the WBL sector in Wales is heard through the delivery of the NTfW Strategic Plan, which involves:

**Shaping and Influencing – NTfW achieves this through:**

* Ministerial meetings and briefings
* Engagement with National Assembly for Wales committees
* Engagement with AMs, and their respective political party structures
* Regular dialogue with Welsh Government officials around policy formation and implementation
* Production of research and reports
* The work of the NTfW Policy Team

**Representing employment and skills in Wales – NTfW achieves this through representation at:**

* Wales Employment and Skills Board
* Wales Apprenticeships Advisory Board
* Regional Skills Partnerships
* Education Workforce Council
* Higher Education Funding Council for Wales

**Sharing knowledge and information – NTfW achieves this through the facilitation of:**

* Regional meetings
* Sector reference groups
* NTfW Annual Conference
* NTfW Members’ Section (inc. Weekly Updates)
* Stakeholder dissemination events

**Raising the profile of work-based learning in Wales – NTfW achieves this through the production of:**

* Apprenticeships Awards Cymru
* NTfW Newsletter
* Press releases and news articles
* Social media activity

**Engaging employer organisations with workforce development – NTfW achieve this through:**

* The work of the NTfW Apprenticeships Team
* Regular dialogue with FSB Cymru Policy Team

**Promoting and supporting high quality provision for learners – NTfW achieves this through:**

* The work of the NTfW Policy Team
* Regular dialogue with Estyn, Qualifications Wales, Education Workforce Council and the Coleg Cymraeg Cenedlaethol
* The delivery of high-quality WBL Practitioner CPD events and activities

**The Role**

**Purpose**

The Chair will provide strong and effective leadership and demonstrate an ability to work in partnership and build consensus. They will have the ability to test opinion and challenge current thinking. The Chair must also be able to deal confidently with Welsh Government Ministers and officials, and senior leaders within the work-based learning sector in Wales. The Chair must uphold, and will be widely perceived to uphold, the highest standards of integrity and impartiality, and be able to maintain respect for the work of the NTfW.

In addition, it is expected that the Chair will lead on the public affairs and political engagement for the organisation, ensuring that the work and achievements of the NTfW and its members are understood and valued by external stakeholders, most notably Ministers, Assembly Members, and the wider political landscape in Wales.

**Key Responsibilities**

These will include:

* Providing vision and strategic leadership;
* Chairing meetings and supporting the development of the Board, ensuring an appropriate balance of skills and experience;
* Ensuring that the Board is effective in working with the Director of Operations to develop strategic and operational plans that are properly scrutinised and monitored;
* Working with the Director of Operations, ensuring that appropriate governance arrangements are implemented in line with best practice and the requirements of a representative organisation;
* Ensuring that governance arrangements deliver the legal responsibilities, functions and duties placed on the organisation by Statute;
* Working closely with the Director of Operations to ensure a relevant organisational strategy remains in place;
* Working closely with the Director of Operations continue to build and mature the organisations culture and positive approach to its work;
* Overseeing the work of the Director of Operations, providing appropriate support as necessary, including managing their performance;
* Representing the organisation and its members externally and fostering close working relationships with key stakeholders.

The Chair will be responsible for ensuring that they and the Board collectively and individually adhere to the Nolan Principles of public life. They are:

* Integrity
* Selflessness
* Objectivity
* Accountability
* Openness
* Honesty

**Time Commitment, Tenure & Remuneration**

The appointment will be made by a Recruitment Panel drawn from the existing NTfW Board, who will appoint the Chair on behalf of the NTfW membership. The appointment will be for an initial term of up to three years. You may be eligible for re-appointment for a further term, although this is not automatic and should not be assumed. The power to re-appoint the Chair rests with the NTfW Executive Board members who have the discretion to decide whether or not to offer an appointment.

You may terminate the appointment at any time by giving three months' notice in writing. Similarly, the NTfW Executive Board may terminate the appointment at any time upon giving three months' notice in writing.

Under the terms of the appointment, the NTfW Executive Board may terminate the appointment without notice if:

* You have been absent from meetings of the organisation for a period of more than three months without the permission of the Board;
* You are adjudged bankrupt, or your estate has been sequestered or you have made a composition or arrangement with, or granted a deed of trust for, your creditors;
* In the view of the Board, you are unable or unfit to carry out the functions of a Board member.

**Location of Meetings**

Although the majority of meetings are held in Cardiff, the NTfW is a pan-Wales organisation, and as such, the ability to travel throughout Wales is expected.

**Accountability**

The Chair will be appointed by representatives of the existing NTfW Board and will be accountable to the Board for carrying out their duties and for their performance.

**Remuneration**

The post of Chair is remunerated at circa £400.00 per day (subject to discussion at interview) for a time commitment in the region of 5 days per month. You will be entitled to claim travel and other reasonable expenses incurred in carrying out work in accordance with NTfW Travel and Subsistence Policy.

The appointment is not pensionable.

**The Person**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

**Essential**

* An outstanding record of leadership, organisational transformation and development at Board level;
* Experience of leading the development and implementation of strategies aimed at achieving organisational goals;
* A good knowledge of the post-16 education environment in Wales, and an understanding of its interaction with learners, employers and the wider-Welsh economy;
* An exceptional ability to communicate, including handling the media and wider public audiences, and building relationships at all levels;
* A track record of managing complex and challenging relationships at a senior level in a multi-stakeholder environment;
* Well-developed analytical reasoning skills and judgment based on an expert ability to process and interpret complex and often technical information;
* Ability to ensure that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available showing a commitment to transparency and openness;
* Politically astute and connected, with experience of developing positive and productive political relationships;
* A good understanding of organisational governance;
* A clear understanding and commitment to equality and diversity and a willingness to challenge discriminatory practices; and
* An understanding of the culture and heritage of Wales and a commitment to ensuring that, along with its language, they are reflected in the working of the organisation.

**Welsh Language**

The ability to speak Welsh or other language is welcome, but is not considered to be a requirement for this post.

**Conflict of Interests**

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Chair of the NTfW Executive Board, including any business interests and positions of authority outside of the role in NTfW. Any conflicts of interest will be explored at interview.

**Standards in Public Life**

The successful candidate will be expected to demonstrate high standards of corporate and personal conduct.

A successful candidate who has formerly worked for one of the Welsh WBL providers will not represent the interests of that organisation whilst on the Board, but will be expected to take an impartial and holistic view of the challenges facing the whole of the WBL sector in Wales.

**To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.**

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**The Recruitment Process**

**Principles**

The NTfW is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy. No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

The interview panel will assess candidates’ CVs and cover letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by John Nash, current interim Chair of NTfW, who will act as the Senior Independent Panel Member, and will also comprise Sarah John, the previous Chair of NTfW and Jeff Protheroe, Director of Operations for NTfW.

Your application may be “long-listed”, subject to the number of applications received, before it is passed to the shortlisting panel for consideration.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it, but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from the Director of Operations to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

**Indicative timetable**

Please note that these dates are only indicative at this stage and could be subject to change.

Please inform us in your covering letter if you are unable to meet these timeframes.

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| --- | --- |
| **Stage** | **Timescale** |
| Advertisement closing date | Monday 10 February at 12.00pm |
| Shortlisting | w/c 10February 2020 |
| Panel interview (held in Cardiff) | Thursday 12 March 2020 |

**How to apply**

If you wish to apply for this position, please supply the following:

* A **covering letter** (maximum two sides A4) highlighting your suitability and setting out, with clear examples, how you meet the essential criteria **as highlighted in the person specification**. Please note that the covering letter is an important part of your application, it should be an evidence based document and is as much the means by which you will be assessed as your CV.
* A **comprehensive CV** setting out your career history, with responsibilities and achievements. Please provide details of your **current remuneration and two professional referees** together with a brief statement of the capacity and over what period of time they have known you. ***Referees will not be contacted without your prior consent.***
* The attached **Equality and Diversity Monitoring Form.** Details of why we request this information and how it is used can be found below. If you do not wish to provide any of the information requested, please tick the 'I prefer not to say' boxes.

Please **email all the above, as one file in .pdf format** to [recruitment@ntfw.org](mailto:recruitment@ntfw.org). When emailing, please enter your name and the title of the role you are applying for in the subject line of your email.

You are welcome to submit your application in either Welsh or English. Applications submitted in Welsh will not be treated less favourably than an application submitted in English. Applications completed in Welsh will be sent to an external translation service to be translated into English for any non-Welsh speaking panel members. **Please indicate in your application your preferred language for panel assessment and for correspondence**.

The closing date for applications is:**Monday 10 February 2020 at 12:00pm.**

If you prefer not to apply via email, please post your application to:

**Jeff Protheroe, Director of Operations, National Training Federation for Wales (NTfW), Ocean Park House, East Tyndall Street, CARDIFF, CF24 5ET**

**Further information**

If you have any questions about this position or would like an informal, confidential discussion please contact Jeff Protheroe, Director of Operations for the NTfW, on 07425 621711 or email [jeff.protheroe@ntfw.org](mailto:jeff.protheroe@ntfw.org)

**Data Protection**

Information you provide through your application will only be used by the NTfW for recruitment purposes, and will be retained for one year after the completion of the recruitment process. Information provided by successful candidates will remain on their personnel file. All personal data will be treated in accordance with the Data Protection Act 1998. If you have any questions about how your information will be used please email [info@ntfw.org](mailto:info@ntfw.org)

**Equality and Diversity Monitoring Form**

**(to be emailed with your application)**

The National Training Federation for Wales (NTfW) wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The NTfW needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will be handled in the strictest confidence and held in accordance with the requirements of the Data Protection Act 1998 and will only be used for the purposes of statistical monitoring.

**Gender:**

Man 🗆 Woman 🗆 Non-binary 🗆 I prefer not to say 🗆

If you prefer to use your own term, please specify here -

Are you married or in a civil partnership? Yes 🗆 Yes 🗆 I prefer not to say 🗆

**Age:**

16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 I prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveler 🗆 I prefer not to say 🗆

Any other white background, please specify here -:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 I prefer not to say 🗆

Any other mixed background, please specify here -

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 I prefer not to say 🗆

Any other Asian background, please specify here -

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 I prefer not to say 🗆

Any other Black/African/Caribbean background, please specify here -

***Other ethnic group***

Arab 🗆 I prefer not to say 🗆

Any other ethnic group, please specify here -

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 I prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please specify here -:

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

I prefer not to say 🗆

If you prefer to use your own term, please specify here -

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 I prefer not to say 🗆

If other religion or belief, please specify here -

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 I prefer not to say 🗆

**What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆

Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆

I prefer not to say 🗆 If other, please specify here -:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

I prefer not to say 🗆