



**Transport
Training
Board**



February 2021

Trustee Information Pack

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Introduction

Dear Candidate

Thank you for your interest in the work of the Transport Training Board (trading as Transport Training Services – TTS).

We have come a long way since we were set up as a charity in 1991, but the organisation remains faithful to its mission.

That mission includes working with partners across all sectors of the transport industry as an industry-led training body, providing support to apprentices and employers in the delivery of high quality training, and ensuring a highly skilled workforce for the transport, automotive and logistics industry..

For us, the learner is central to everything we do, and is what drives the excellence of our services, the value for money we represent and our constant innovation.

We are really proud of the work we do in connecting young people with future job opportunities – these are often life changing interventions and life-long learning for others. The quality is evidenced by our high pass rates for certified courses and great customer satisfaction feedback. It is also evident through our continuing accreditations from awarding bodies.

In our thirtieth year as a charity, we have taken the opportunity to reorganise our governance structures to better reflect the environment we

are currently working in, and the opportunities that are developing in the market for further support and growth.

As we embark on an exciting new phase of development, it is an excellent time to join our Board.

You will have the opportunity to increase your range of contacts across the number of sectors that TTB works in, but most important of all will be the satisfaction you get from marshalling your skills and experience to the benefit of the community – connecting young people to quality jobs and enhancing prospects for employment across Northern Ireland.

We look forward to hearing from you.

Yours faithfully

Rodney Ferguson
Chair



Who We Are

The Transport Training Board is a charity which provides education and training to young people who are employed, apprentices, or seeking employment in the automotive, transportation and logistics industries in Northern Ireland, and also whole-of-life skills for the Motor industry.

Nine Training Boards were established by Government in the 1960s. Each Training Board was funded by a payroll-based levy collected from employers in their sector. The Training Boards were overseen by the Northern Ireland Training Executive. Most of the Industry Training Boards were wound up with the withdrawal of the levy circa 1990. The levy was retained for the construction industry only.

The Transport Training Board for Northern Ireland was established as a charity in 1991 when the work and assets of the Road Transport Industry Training Board were vested to its ownership. Of the Boards which had their levy discontinued, the Transport Training Board is the only one which survives, and it has continued to provide valuable support to its sector.

What We Do

We deliver a range of services through our social enterprise, Transport Training Services. It focuses on apprenticeships and career development training specifically for the retail motor trade and transport industries in Northern Ireland.

Our services include the provision of accredited courses and bespoke training to develop talent for businesses and professionals.

The motor trade relies on us to provide industry-leading apprenticeships to support the automotive, transport and logistics industry in securing its future workforce. Motor industry apprenticeships include light and heavy vehicle technicians, body repair and paint technicians, tyre technicians and service and parts advisor programmes.

We deliver initial driver training; career development courses, such as Driver CPC; Transport Manager CPC; and specialist compliance courses such as DGSA, ADR, IRTEC licensing and IRTE workshop accreditation. Transport, automotive and logistics industry apprenticeships include commercial vehicle driving, and traffic office.

Our focus is on providing class-leading expertise, purpose-built facilities and modern teaching methods to deliver relevant skills for the 21st century.

Primarily we provide services in Northern Ireland from our modern training centre which is based on the Nutts Corner Business Park, which the charity also owns.

Our Strategy

The organisation has evolved to a point where its structure needed to be reviewed in order to equip it to continue realising the positive impacts it is having on young people, trainees, and the sectors it serves. We've worked hard to update our memorandum and articles to make sure they reflect the most optimal structure to deliver these in future.

We are currently streamlining the structure and governance of the organisation under the Transport Training Board (trading as Transport Training Services) to make it simpler, more robust and sustainable. The streamlining should be complete by April 2021, when we hope new trustees will join the board to take the organisation forward into the future.

Where You Come In

While staff, customers and beneficiaries will notice little change, this modernisation of governance does require a strengthening of the combined skillsets of the TTB Board of Trustees. As well as extending their contact networks in a number of dynamic and interesting sectors including transport, automotive, training and social enterprise, members of the TTB Board get the satisfaction of knowing they are using their skills and experience to help deliver positive, life-changing interventions to young people from across Northern Ireland.





Our Finances

TTB and its subsidiary Transport Training Services currently have an annual income in the region of £1 million. Further details on our financial accounting may be accessed through our Group Annual Accounts on The Charity Commission website (TTB) and Companies House (TTS) through the links below.

Transport Training Board

[Annual Report and Accounts to 31 December 2019](#)

[Annual Report and Accounts to 31 December 2018](#)

[Annual Report and Accounts to 31 December 2017](#)

Transport Training Services

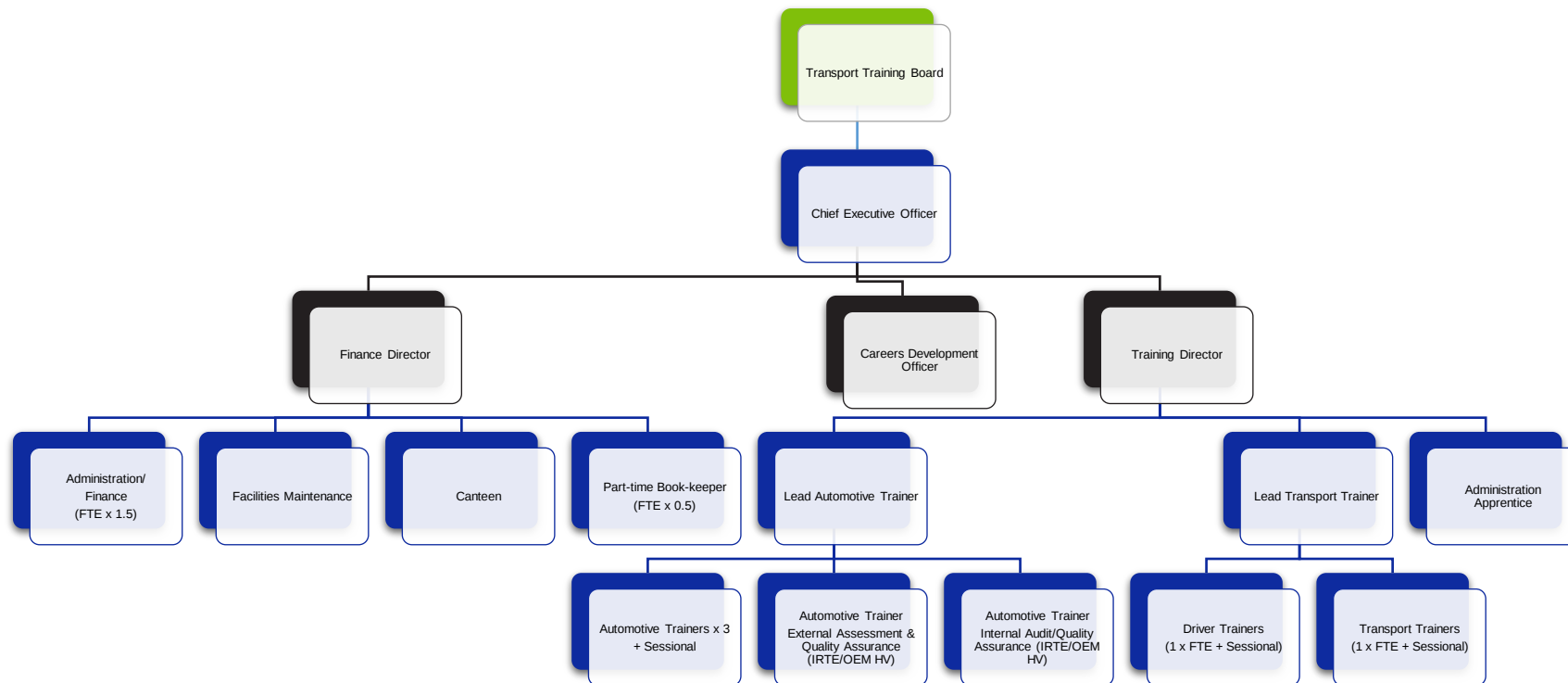
[Annual Report and Accounts to 31 December 2019](#)

[Annual Report and Accounts to 31 December 2018](#)

[Annual Report and Accounts to 31 December 2017](#)

Our Structure

This organisation chart represents our post-restructure shape.



Our Board

Dr David Irvine

Through David's 38 year career in Further and Higher Education, in particular as a Teaching and Learning Co-ordinator at the School of Engineering in the Ulster University, he taught and managed a broad spectrum of engineering topics. David has a strong conviction that in-depth vocational training produces a very significant benefit in the performance of the workforce and provides a very worthwhile return for the investment made in this area, ensuring a solid context for the learning process. David is a firm believer in the value of courses such as those offered by Transport Training in the training and development of people for careers in industry.

Pamela Dennison

Pamela is an experienced senior manager with a demonstrated history of working in the road transport, operations, supply chain and logistics industry. As well as being a TTB Board member, Pamela is the National Officer for the Chartered Institute of Logistics and Transport (CILT) and is Chair of the Freight Transport Association (FTA) Regional Committee for Northern Ireland. Having worked in the family business WS Dennison from a young age, she holds an HGV class C+E license, International Certificate of Professional Competence in road transport (CPC) and Level 3 & 4 in Customs Imports and Exports. With this background Pamela brings a rich experience of developing skills and leadership in key industries the Transport Training Board serves.

Sam Patterson

Sam Patterson's career has spanned a first job repairing punctures on split rim truck wheels off tipper lorries through to senior management of the DAF franchise at Mallusk. His career demonstrates the opportunities which an apprenticeship can offer. Sam's career positions include management roles in Dukes Transport, John Grahams of Dromore, Copeland Engineering, Agnew Commercial, Gray & Adams, TBF Thompson and then his own business Patterson Outdoor Cleaning Solutions Ltd. His commitment to ongoing learning has been key to his career progression and this commitment he has shared with others as a member and local Chairman of the Institute of the Motor Industry (IMI) and also of the Institute for Road Transport Engineers (IRTE).

Rodney Ferguson FCCA

Rodney Ferguson was appointed Chair of the Transport Training Board in January 2020 following the retirement of Ted Hesketh. Rodney has extensive experience in leadership of logistics and transport organisations across Europe. Rodney is a Fellow of the Institute for Chartered Certified Accountants and has an M.Sc in Management and Executive Leadership from University of Ulster. In his career he has leadership positions in Interland Transport Ltd (Now Interfrigo Ltd), Norfolkline (Part of Maersk) where he became Commercial Director for Logistics across all European Sites. On its sale to DFDS in 2010 Rodney became VP for sales and then later Managing Director (in Belfast) before retiring. Rodney is committed to developing the Transport Training Board's role as a charity to enable good practice in learning and skill development in the industries we serve.

What We Are Looking For

We are looking for individuals with a background in the private, public, or charity/third sectors who can contribute to the strategic leadership and governance of the Charity. Taking account of the range of skills and experience of the Transport Training Board's (TTB) current Board Members, we welcome the opportunity to strengthen the Board's collective portfolio of skills in the following areas:

- Charity Governance
- Human Resources
- Finance/accountancy
- Health & Safety
- Marketing
- Risk management
- Apprenticeships
- Training and accreditation
- Marketing and Public Relations
- Built environment / Property Management
- Engineering, motor mechanics and logistics
- Automotive, Road and/or Passenger Transport & Logistics Industries

This is not an exhaustive list and if there are other skills and qualities that you feel relevant and would bring value to the Transport Training Board, please make an application. TTB is committed to diversity and equality of opportunity and welcomes applications from all sections of the community

Time Commitment

The Board's purpose is to oversee governance and drive the strategic direction of the Charity. The Board meets approximately **six times a year**. In addition to Board meetings, members may be expected to serve on a committee which addresses specific issues or development, although there are no sub-committees at present. We have been using online meetings recently but hope to get back to round table meetings at our Nutts Corner base as soon as possible. Meetings usual last **1.5-2 hours**.

Board members are appointed for an initial **three-year term**, and are eligible for reappointment for two further terms of up to three consecutive years.

Expenses

This is a voluntary role. Board Members will be reimbursed for travel and subsistence costs when carrying out TTB Board business.

Board Member Induction and Support

All new Board Members will be offered induction and supporting material.

Board Role Profile

Role purpose: To contribute to the leadership and governance of TTB

Key accountabilities

Key elements and tasks

To contribute to the leadership of TTB.	• Contribute to the development and monitoring of TTB's Strategic and Business Plans • Uphold the aims, principles and values of TTB • Communicate, explain and support the decisions of the Board.
Contribute to effective decision making by the Board.	• Prepare for, attend and contribute to Board meetings each year • Prepare for, attend and contribute to the Annual General Meeting • Prepare for, attend and participate in Board strategic/planning days • Participate in Board committees and working groups • Represent TTB at occasional meetings and events • Contribute one's own professional skills and experience in decision-making Apply independent judgement to all issues under discussion at Board meetings.
Fulfil the legal requirements of being a Board Member.	Ensure TTB: • is financially viable and sustainable • complies with all legal requirements • fulfils its responsibilities as an employer • understands the importance of good practice in human resources management and staff development • is committed to ensuring equality of opportunity in service provision and employment • has a process for appointing and monitoring the performance of the Chief Executive.
Understand and promote the interests of TTB and our clients.	• Seek to understand the impact of changes in public policy and the external environment on clients and the service • Use networks to promote knowledge of and support for TTB work.

Person Specification

Those interested in serving as a TTB Board Member must be able to demonstrate that they:

1. Support the mission, aims and values of TTB.
2. Have relevant experience in the private, public, or charity/third sectors either as an employee or a Board Member.
3. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Are committed to TTB's services, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.
5. Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the Board.
6. Understand the responsibilities of company directors and charity Trustees, the importance of good governance, and agree to work in accordance with any code (s) of practice agreed by the Board. (Induction and ongoing support, learning and development opportunities will be offered to Board Members with this).
7. Are able and willing to act impartially and apolitically.
8. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
9. Have no conflicts of interest (included 'connected persons')
10. Are good communicators, willing and able to promote the decisions of the Board and the interests of TTB and its clients.
11. Can commit to the time commitments as detailed previously.



How to Apply

Please submit a CV to Patrick Minne by **noon on Monday 22 March 2021** by email to patrick@co3.bz.

We'll follow up with a conversation with Engage Executive Talent to talk you through the main roles and responsibilities.

That is followed by a 'conversation with a purpose' with the Chair and Board Members to discuss how you meet the criteria set out in the role description and the level of commitment you can make to this voluntary role.

There will be an opportunity for successful candidates to meet the full Board before they make a commitment to join.

Disclosures

We ask that candidates disclose any information about their personal or professional life which in the Board's perception could bring TTB into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a TTB Board Member. Any disclosures will not necessarily result in an inability to serve on the Board.

Any questions?

If you have any questions, contact Patrick Minne, Director, Engage at patrick@co3.bz or on 07792 509003.