



**NATIONAL
CHILDREN'S
BUREAU**

Board Member NI Information Pack

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Welcome from the Chair

Dear Candidate

I feel privileged to be part of the National Children's Bureau. And this year we celebrate our sixtieth anniversary. For 60 years...

- ▶ We've listened and we've learned and developed a unique understanding of the systems that support and surround children and families in the UK;
- ▶ We've united the children's sector and created enduring connections across the early years, health, education and social care workforce;
- ▶ We've shaped legislation and pioneered new ways of joining up public services to protect the most vulnerable and those with the most complex needs;
- ▶ We've impacted national policy by convening powerful coalitions of leading children's charities demanding better Government support, and coordinating the influential All-Party Parliamentary Group for Children;
- ▶ We've given a voice to children, young people and their families across the UK.

But despite all the progress we've made, the challenges we face today are as deep and wide as at any point in our

history. This is particularly the case in Northern Ireland, as the reconvened Assembly tackles the many challenges arising from two years in which policy and long-term development has been problematic.

Our mission, our values and our expertise are needed now, more urgently than ever. As a trustee you can be part of the solution. One of the many great things about being a trustee at NCB is the feeling that your contribution is welcomed, appreciated and supported not just by your fellow board members, but NCB's staff, and ultimately the children and young people we serve.

At NCB, the Board and the senior leadership team have guided the organisation so that it is poised to meet the challenges ahead, continuing to deliver our mission and developing the key objectives that will drive the delivery of NCB's new strategy.

The National Children's Bureau has a long association with Northern Ireland and has pioneered work in a number of areas such as outcomes and evidence-based working, service improvement and enabling the voices of children and young people to be heard. NCB in Northern Ireland contributes to the debate on issues that are important for children and young people, most recently on the social care services review, infant mental health and well-being, early years workforce

development and building young people's resilience post-pandemic.

To reflect the importance of our connection with Northern Ireland a place on the Board of Trustees is reserved for someone with a strong base in the jurisdiction, who can bring local knowledge and skills to the board and enhance our work through understanding the Northern Ireland context. This could be your contribution to making the future better for children in Northern Ireland.

We believe that being a Trustee isn't solely about fulfilling the many duties and responsibilities that come with the Board function. Trustees give a great deal, and in return we want Trustees to have opportunities to grow and develop personally and professionally through their engagement as part of a truly inspirational organisation.

We're working with our local search partners, Engage, for this appointment, and they will be delighted to answer any queries you have in the first instance. I hope you will enjoy reading more in these pages about NCB, its values, mission, and extensive work across the children's and young people's sector, and about us, the Board of Trustees. I hope you will feel inspired to join us.

Alison O'Sullivan
Chair  **NATIONAL
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Who we are

For sixty years, we have been bringing people and organisations together to drive change in society and deliver a better childhood across the UK. Since 1963, we have been at the forefront of campaigning for children and young people's rights.

We were founded by Mia Kellmer Pringle amid concerns about the welfare of children in care.

Mia recognised that the way to bring about the best for these children was through co-operation. She gathered health services, education providers, children's services - everyone with a stake in their care. Only together could they make things work better.

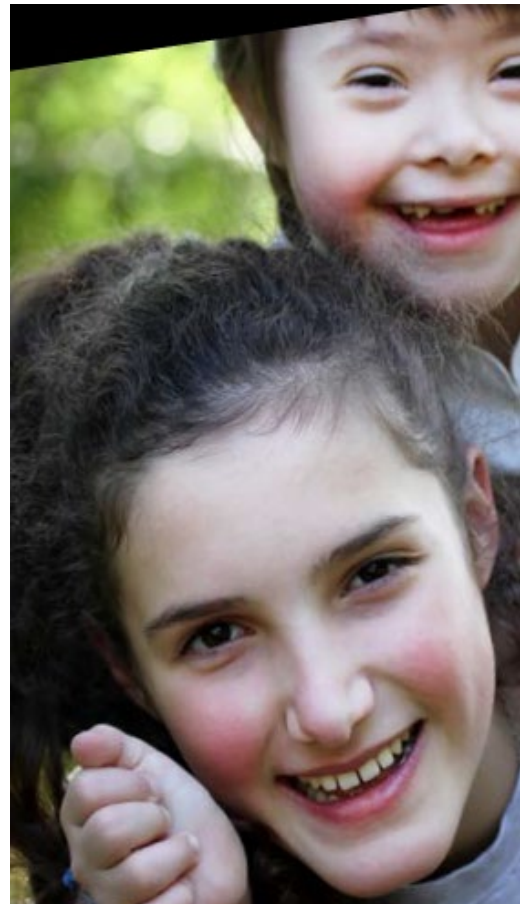
This approach still defines us today. We identify the most serious issues putting our young children and people at risk and we bring people and organisations together to drive change in society and deliver a better childhood.

Today, our challenge is greater than ever.

In an age of austerity, we've witnessed funding for children's services cut by half, with a devastating impact on young lives. In an era of disinformation, trust has never had more value. That's why it's so important we're here to interrogate policy and uncover evidence, taking the voices of children to the heart of government to shape better legislation. Only by working together can we bring about the best for our children.

We're united for a better start. united for a better future. United for a better childhood.

We're the National Children's Bureau
ncb.org.uk



The NCB family - what we do

Working together to deliver better childhoods. Every member of the NCB family brings people and organisations together to drive change on particular issues and help deliver a better childhood for the UK.

Anti-Bullying Alliance (ABA)

The Anti-Bullying Alliance's vision is to stop bullying and create safer environments in which children and young people can live, grow, play and learn. Every year, we coordinate Anti-Bullying Week and Odd Socks Day, reaching 7.5 million children with 80% of schools taking part. Read more at: anti-bullyingalliance.org.uk.

Childhood Bereavement Network (CBN)

CBN is the hub for people supporting grieving children and those caring for them across the UK. We underpin our member's work with essential support and representation. Recently, we helped secure an extension of bereavement benefits worth around £10,000 a year for families where the parents were cohabiting but not married. More at: childhoodbereavementnetwork.org.uk.

The Council for Disabled Children (CDC)

We drive change in society to deliver a better childhood for disabled children and those with special educational needs (SEND). Recently, we supported 21 local areas through the DfE-funded RISE programme, and played a key role in developing the Government's SEND and Alternative Provision Implementation Plan. Read more at: councilfordisabledchildren.org.uk.

Lambeth Early Action Partnership (LEAP)

LEAP works to give thousands of children aged 0-3 living in parts of Lambeth a better start. By 2021, the programme had reached more than 14,000 babies, young children and families. Read more at: leaplambeth.org.uk.

Research in Practice (RiP)

Research in Practice has nearly 30 years' experience working with and for professionals in the social care, health, criminal justice and higher education sectors offering resources, learning opportunities and specialist expertise. Our aim is to support professional learning to enable people – children, young people, families, adults, carers and communities – to live good lives. Read more at: researchinpractice.org.uk.

The Schools Wellbeing Partnership

The Schools Wellbeing Partnership is a national network of nearly 50 member organisations that works to improve the wellbeing of all children in education. Read more at: schoolswellbeing.org.uk.

Our strategy



Our vision

For every child to thrive.

Our mission

To build a better childhood for every child.

Our values

Our values act as the core beliefs and universal truths that affect how we behave, how we work together as a team, how we structure our internal processes and how we deliver our mission.

Forever young

- ▶ Children are at the heart of what we do. We reflect this energy and optimism in our approach to work.

Better together

- ▶ We collaborate from the inside and outside, living up to the trust our partners place in us to do what's right for children and young people.

Always learning

- ▶ Like an inquisitive child, we always ask 'Why?', the rigour of our evidence drives our work and helps us challenge ourselves and others not to make assumptions and to search for future progress.

Taking care

- ▶ We invest a significant part of ourselves in our work. We respect and value that investment by looking after ourselves and each other.

Being brave

- ▶ We don't shy away from the biggest challenges because that's where children need us most. We speak the truth with the authority of evidence and experience.



Our Strategy for 2023-2028

Too many children in the UK are not getting the support they need to grow up safe, happy and supported. We're here to put this right.

As a society we provide a vital system of education, health and social care services to strengthen families and help our children overcome the many challenges that can hold them back.

For 60 years, NCB has been driving change throughout this system to make it as effective as possible and to protect the children whose welfare is most at risk.

We're here to shine a light where the system is failing and unite all those who can help to fix it.

Right now, the system is failing under rising demand and a lack of investment.

As a trustee your input into the oversight of the implementation of our new five-year strategy will be invaluable to the future of NCB.

Click on the link to download our current Strategic Plan:

2023-28 strategy: Improving childhoods together



Meet the Board

Becoming a trustee can be both valuable and personally rewarding. Everyone will have their own experience, but to illustrate, Sarah Mullen, one of our most recent recruits who joined the board in 2022 said:

"Being a trustee for NCB has enabled me to use my skills and experience to contribute to a cause I really care about. It is a great opportunity to continue learning - through meeting people with different expertise and experiences; through seeing how a different organisation works; and by working with experts in the field of supporting vulnerable children. But most importantly, the staff and board at NCB are warm and friendly, hugely knowledgeable and passionate about what they do - it's a joy and an inspiration to be part of that."

Alison O'Sullivan

Chair



Alison qualified as a social worker in 1978 working for many years in inner city Bradford. She went on to work in senior local authority and health roles until retirement in 2016. She dedicated her career to improving the lives of children in the UK.

Alison was President of the Association of Directors of Children's Services in 2015/16 and has been engaged in national policy and influencing roles for the last 15 years.

In retirement, Alison continues to champion children's issues, notably for children's mental health, children in care and care experienced adults. She continues to provide advice on children's issues including for research, policy, and new ways of working, through her extensive network of public and charity sector contacts.

"It is a huge privilege to chair the Board of Trustees for the National Children's Bureau. What excites me most is the way in which NCB links the direct experience of children and families to making a real difference through changing national policy and improving support in local areas. We are uniquely placed to speak truth to power, with our feet firmly on the ground!"

Sarah Mullen

Vice-Chair



Sarah is an experienced senior leader in both central and local government, and after a 25 year career has a good understanding of the structures, relationships and cultures of central government departments and local government directorates. Over the last few years she has transitioned to the third sector, developing expertise in charity governance. Until recently she was Chair of Bliss, the national charity for premature and sick babies, and is currently the Chair of Respect, a national domestic abuse charity.

Sarah is experienced in the complexities of the health and social care systems from her experience in local government. She also has strategic experience in improving equality, diversity and inclusion.

Jadesola Olusanya



Jade is a Politics and International Relations student at the University of Birmingham. Throughout her life, Jade has been very passionate about actively contributing to her community.

Through volunteering at her local library encouraging young children to read, it allowed her to recognise the transformative nature of learning upon people's lives.

This experience pushed Jade to pursue her passion on a larger scale by creating her own educational organisation, TIRAH. TIRAH serves to create a safe space for young people to discuss topical issues surrounding race, economics, and politics.

Jade and her team run programmes available to disadvantaged young people in almost 50 schools across the country and aim to teach pivotal skills such as networking and leadership, granting students the confidence to pursue whatever dreams they may have for the future.

Robert Whelan

Treasurer



Rob is a qualified accountant and also holds an Executive MBA from Cass Business School.

He is currently Chief Financial Officer for the Alternatives and Pension businesses at HSBC Global Asset Management and also provides support to the Distribution/Sales team. He has a passion for being involved with transformational strategies that deliver positive change, robust governance and sustained growth.

Rob chairs the Finance, Risk and Audit Committee (FRAC) at NCB.

Emma Beeden



Emma is a student studying Childhood and Youth at the University of Sussex.

Her motivation to study this subject is driven by her personal experience of having a chronic illness in childhood and the knock-on effect this had on her education, friendships, and childhood in general. Whilst studying, Emma has found a particular interest in children's rights especially participation. She has been able to apply this passion to volunteering on the NHS Youth Forum where she has advocated for young people to have a say in their own healthcare.

Both during and after her time on the NHS Youth Forum, Emma has been able to use her own experience to make healthcare better for young people in the future focusing on the transition to adult services and ensuring young people have been listened to during the COVID19 pandemic.

Emma is also a member of the British Medical Association Patient Liaison Group and works part time for 'Me First', a project that teaches healthcare professionals how to be child centred.

Previously, Emma was a lay member on the NICE Babies, Children and Young People's Experience of Care guideline and a Patient Governor at Great Ormond Street Hospital.

Bethan Hoggan



Bethan is a dedicated youth activist and was previously a member of the NCB Youth Advisory Group, creating and delivering campaigns on the most pressing issues young people face. During her time at NCB, she has also worked as a Young Research Advisor and helped to deliver conferences and sessions on the importance of young people's involvement with research.

As part of her mission to add young people's voices into decision and policy-making, she has also given evidence to both the Science and Technology and Education Select Committee in the House of Commons.

Bethan was a Young Representative to NCB's Board prior to becoming Trustee, which furthered her passion in making sure that even more young people have the ability to share their thoughts on challenging issues facing their generation, and that their views are taken seriously by those around them.

Outside of NCB, Bethan has also previously been a Member of Youth Parliament for North-East Hampshire and co-founded a body positivity campaign, Be Positive, Be You, which helps to reduce the stigma around periods and challenges the lack of true representation of body shapes in the media.

Bethan is also studying European Social and Political Studies with German and Mandarin at University College London (UCL).

Nainan Shah



Nainan, is an industry expert at Advisor Interactive Ignition and a Board Advisor for several technology start ups.

He is the Former Global SVP of Corporate Strategy and Development at Sony PlayStation; former Vice Chair of the UK Video Games Industry Association; and a non-practicing Solicitor. Nainan has built and managed the growth of several new network and cloud-based consumer services. He brings experience of these areas and in Corporate Development, Strategy and associated organisational integration.

Nainan joined NCB as a Trustee in October 2020.

Kathryn Pugh



Kathryn has over 20 years' senior leadership experience in health, third sector, and commercial sector, and has worked as a national leader in children and young people's mental health services.

This year she has moved into consultancy, advising voluntary, community social enterprise and public sector organisations. Previously she held a national role at NHS England, working to create and implement cross-government strategies for improving

outcomes for children's mental health, including the Children and Young People's Improving Access to Psychological Therapies Programme, Future in Mind, Transforming Children and Young People's Mental Health Green Paper and the NHS Long Term Plan. Before moving to NHS England, she commissioned mental health, specialist and acute services, led the policy team at YoungMinds and worked nationally and regionally focusing on integration and whole system development.

Neal Hazel



Neal is Professor of Criminology and Criminal Justice at the University of Salford, and has been a member of the Youth Justice Board for England and Wales since 2018.

With over 25 years of experience in policy research, Neal specialises in youth justice, marginalisation and inclusion, and family support, working to provide clear research-informed solutions to complex problems. At Salford, Neal has delivered more than 40 funded research projects. His research includes the first national studies in Britain parenting in poverty, parental discipline, and children's experiences of online/offline crime.

Neal has led and contributed to numerous national initiatives and policy reforms. As member of the Youth Justice Board, he designed the "Constructive Resettlement" model for working with young people in trouble and led the development of "Child First" as the new guiding principle for the youth justice system.

Until 2015, Neal was the HM Deputy Chief Inspector of Probation for England and Wales, where he designed and developed the inspection methodology for assessing robustly any issues with privatised probation services.

Steve Crocker



Steve has over 30 years' experience in social work and children's services, and was the Director of Children's Services for Hampshire and the Isle of Wight until April 2023. Most recently he was elected the President of the Association of Directors of Children's Services and worked with central government on policy reforms and other national initiatives during his term, including responding to the Covid-19 pandemic, the Homes for Ukraine Scheme, unaccompanied asylum-seeking children, the Independent Review of Children's Social Care, the Schools White Paper, the SEN Green Paper, and more.

Steve has contributed to a number of other national policy initiatives, including working on adoption reform, youth justice and secure children's homes among others, chairing the Association of Directors of Children's Services Standards, Performance and Inspection Committee, taking part in Professor Julian LeGrande's review of Birmingham City Council's Children's Services in 2013 and developing the role of other Local Authorities in peer-to-peer support.

In recognition of his contribution to children's services, Steve was awarded an OBE in the Queen's Birthday Honours (June 2018).

Steve enjoys running, watching football and cricket, going to the theatre and cinema and playing his electric guitar.

Sarbjit Rana



Sarbjit is a Chartered Accountant with a background in finance, operations, risk, and governance. Over his 30+ year career, Sarbjit has held senior positions within a FTSE 350 company and two of the world's largest professional services firms (Ernst & Young and KPMG).

He has extensive experience of working in leadership teams in the development and execution of strategy/projects and has significant experience in building high performing teams. Sarbjit currently serves as a Non-Executive Director for Cambridge-based charity New International Encounter, where he is also Chair of the Risk & Finance subcommittee.

Outside work, Sarbjit's interests revolve around global travel, spending time with family and friends, watching his beloved West Ham United and various volunteering activities.

Marjorie James, FCIPD



Marjorie is a HR Director and has worked in the public and charitable sectors for over 30 years. Her career spans many areas, including arts and culture, children, young people and families and international safeguarding. As a member of the Senior Management Team, reporting to the Board, she has provided leadership across all areas of HR practice including Talent Management, Recruitment and Retention, Employee Relations, and learning and development. As an inclusive leader, diversity and inclusion is embedded within the work that she delivers.

She is passionate about supporting organisations to adapt and change, particularly due to the challenges organisations face, supporting children, young people and families within the current economic and sociological environment.

Her volunteer responsibilities over the past 25 years include Chair of a single parent's nursery; Director of Resident Housing Committee; Chair of an International Safeguarding Charity; and more recently an independent member of the People and Culture Committee for the National Children's Bureau.

Catriona Hugman

Catriona is a sociologist whose research has focused on family and society; one of her key strengths is her knowledge of contemporaneous and historical aspects of policy and ideology surrounding children and childhoods.

She has built her strategic knowledge of the UK's children's social care systems through her professional academic development and lived experience. She joined a fostering panel in 2013 as an independent panel member, bringing expertise attributed to her previous experience of being in care. She was also part of the steering group for the Care Experienced Conference and Our Care, Our Say.

When taking on this weighty responsibility she focused on keeping the values of the organisation in mind, ensuring that the decisions made were robust and aligned with the ethos and aims of the organisation.

Fergal McFerran

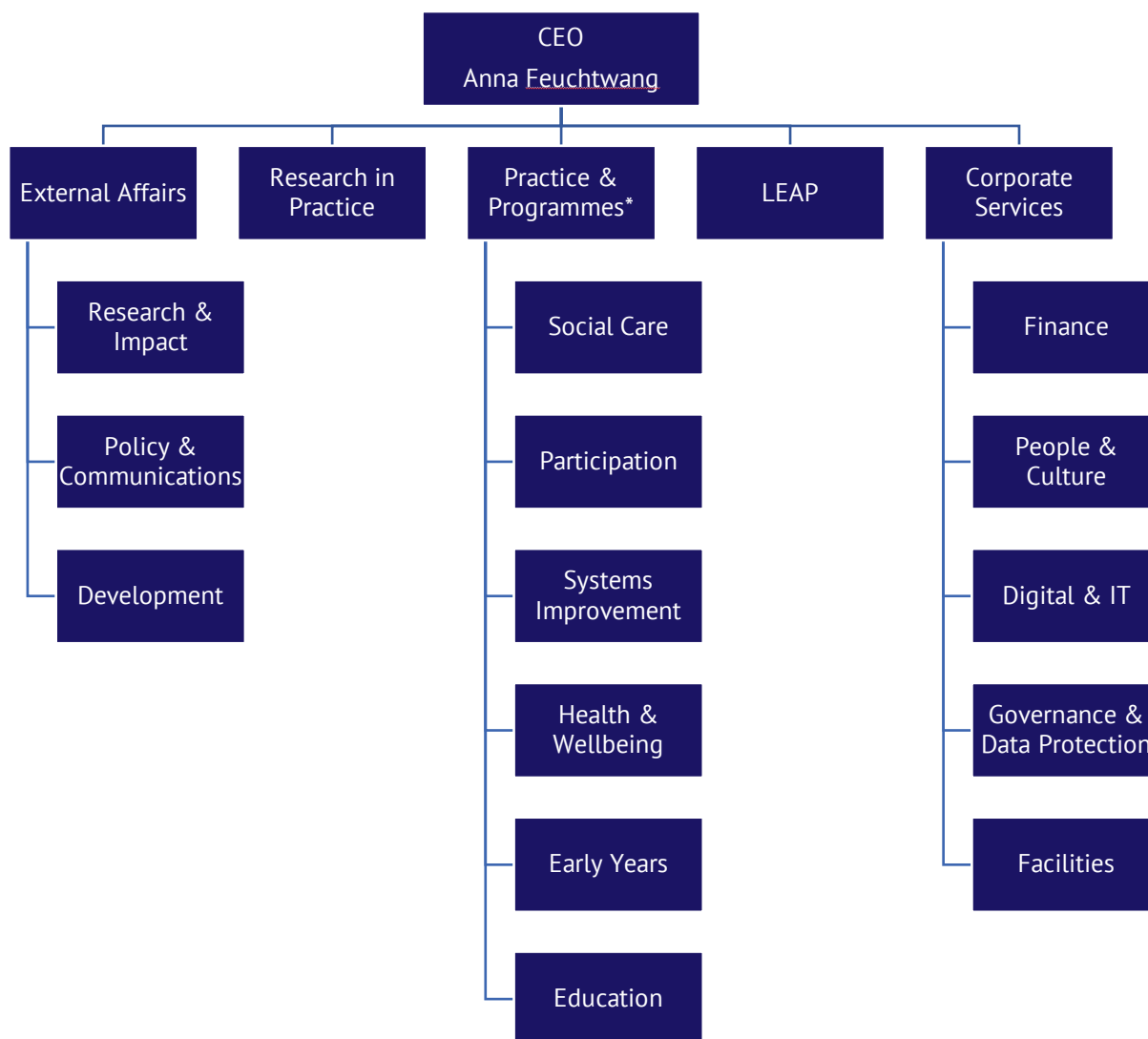


Fergal McFerran is NCB's outgoing Northern Ireland Trustee and was Chair of NCB's People & Culture Committee, which is responsible for ensuring the Board of Trustees has the best possible mix of skills, knowledge and experience to discharge its responsibilities effectively as well ensuring the objectives of our People Plan are progressed and delivered.

He is Policy and Public Affairs Manager at the Children's Law Centre in Northern Ireland and before that was Northern Ireland Programmes Manager for Stonewall - the LGBTQ+ rights organisation - where he was responsible for supporting a wide range of employers in Northern Ireland to shape truly LGBTQ+ inclusive workplaces.

As an independent assessor for Diversity Mark NI, advisory reference group member for the public policy Think Tank, Pivotal and former President of Northern Ireland's National Union of Students, Fergal has extensive experience in driving change in a variety of settings.

How we're organised



* Includes the following Specialist Membership Groups:

- Council for Disabled Children
- Anti-Bullying Alliance
- Childhood Bereavement Network
- Schools' Wellbeing Partnership

Time commitment

Time commitment

- ▶ Quarterly Board Business meetings.
- ▶ Annual Board Retreat (broad thinking, strategic development) normally including an evening meal with overnight accommodation provided for those not based in London.
- ▶ Quarterly committee meetings.
- ▶ Trustees are expected to sit on either our Finance, Risk and Audit Committee; People and Culture Committee; or Strategic Advisory Group to support the work of the Board. This will be based on a discussion with the Chair once appointed to the board.
- ▶ Board meeting preparation and follow-up.
- ▶ Engage in the organisation-wide work of NCB through learning and knowledge sharing opportunities with staff.
- ▶ We take a blended approach in our ways of working, remotely and in person, so this commitment is accessible and achievable for Trustees based across the UK.

Role as an ambassador

Board members are expected to be good ambassadors for the NCB. Their behaviour at all times should enhance and protect the reputation of NCB. Board members should take every opportunity to champion NCB and support its activities.

Remuneration

Trustee roles are unremunerated, however, reasonable expenses will be covered.

Guaranteed ‘Conversation with a Purpose’

We are offering disabled applicants a guaranteed ‘conversation with a purpose’. To be invited to the conversation, you must meet the minimum criteria for the role. This means being able to demonstrate all the essential criteria in this information pack and any one of the skills required.

Our commitment to diversity and inclusion

NCB is committed to developing and maintaining a Board of Trustees that is truly representative of its UK-wide reach. We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, socio-economic background and other differences. NCB is committed to ensuring its board membership includes the depth and breadth of both professional and personal experience required to provide the organisation with the strategic direction and scrutiny required for it to succeed. We are deeply committed to inclusive working practices, so during the application process we commit to:

- ▶ Paying for care and childcare whilst you're at NCB's meetings.
- ▶ Paying for your travel costs to the office and back for interviews, if held in person.
- ▶ Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- ▶ Providing this document in a format readily available to download.
- ▶ Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role with Inclusive Boards.

If there is anything else you're concerned about or think we could provide, please let us know. Access our [Board Statement](#) on Diversity, Equity and Inclusion.



Finances

Here's a snapshot of our published income and expenditure at March 2023. You can click on the links below to access the last three years' published accounts.

	Notes 1 & 2	Restricted Funds £'000	Unrestricted Pension Reserve £'000	Unrestricted Other Funds £'000	2023 £'000	2022 £'000
Income from:						
Donations and legacies		135	-	102	237	209
Charitable activities		6,160	-	4,422	10,582	12,178
Other trading activities		-	-	4	4	4
Income from investments		-	-	87	87	2
Total		6,295	-	4,615	10,910	12,393
Expenditure on:	1, 3 & 6					
Raising funds		-	-	39	39	35
Fundraising		-	-	39	39	35
Charitable activities		5,805	-	4,542	10,347	12,555
Operating pension scheme movements in year	17	-	744	-	744	349
Total		5,805	744	4,581	11,130	12,939
Net income (expenditure)		490	(744)	34	(220)	(546)
Other recognised gains / (losses):						
Actuarial gains on defined benefit pension scheme	17	-	4,219	-	4,219	3,999
Net movement in funds		490	3,475	34	3,999	3,453
Reconciliation of funds						
Total funds brought forward		592	(3,475)	7,826	4,943	1,490
Total funds carried forward		1,082	-	7,860	8,942	4,943

Annual Report March 2023

Annual Report March 2022

Annual Report March 2021

Trustee Role Profile

Purpose

NCB's Board is responsible for supporting and holding to account the Chief Executive and the executives. This includes ensuring appropriate governance of the organisation, overseeing overall strategy, managing strategic risk, monitoring financial performance and interrogating the big strategic choices and high-level decisions about the running of the NCB. The Board also acts as guardian of NCB's mission and values.

Legal context

Trustees are responsible for the legal stewardship of the NCB. This involves ensuring that the NCB is compliant with legislation and its own governing documents. The trustee role carries with it a number of legal director duties which trustees are expected to understand.

We expect all our Trustees to be aware of the Charity Governance Code. In particular, our Trustees should be committed to our cause and have joined our board because they want to help us deliver our purpose; they should understand their roles and legal responsibilities and be committed to good governance and want to contribute to our purpose; they should understand their roles and legal responsibilities and be committed to good governance and want to contribute to our continued improvement. Training is provided as part of the induction process for all Trustees joining the Board so you will learn more about your responsibilities and duties that you may not already be familiar with.

Charity Commission guidance states that Trustees must:

- ▶ Ensure that everything they do helps to achieve the charity's objects;
- ▶ Comply with the charity's governing document and the law;
- ▶ Act in the charity's best interests;
- ▶ Manage the charity's resources responsibly; Act with reasonable care and skill and take advice when necessary;
- ▶ Ensure the charity is compliant with statutory accounting and reporting requirements.

Key responsibilities and duties:

- ▶ Fulfil the legal duties of the Trustee role.
- ▶ Set strategy and agree the business and financial plans to support strategic delivery.
- ▶ Scrutinise performance, ensuring that everything the NCB does and all resources spent go towards achieving NCB's charitable objects.
- ▶ Undertake regular and detailed scrutiny of NCB's financial position, ensuring financial stability and the proper investment of any funds managed on its behalf.
- ▶ Take responsibility for risk management across the NCB, ensuring risks are identified, assessed and mitigated as far as possible.
- ▶ Determine and lead the culture of the NCB, ensuring that all behaviours and decisions are in accordance with NCB's Values and that the Values are embedded across the organisation.
- ▶ Prepare for and attend all board meetings.



Trustee Person Specification

Across these positions we are looking at candidates at the **senior strategic level**. All board members should bring the following essential skills and values to the role:

Skills

- ▶ Excellent communication skills and an ability to persuade and influence to promote the interests of the NCB.
- ▶ Good listening skills and an openness to other views and feedback on own contribution.
- ▶ Able to think differently, drawing on personal and professional expertise to come up with new ideas and challenge existing thinking.

Values and ways of working



- ▶ Genuine alignment with NCB's mission and values to create better lives for all children and young people.
- ▶ Commitment to bringing high standards of ethics and transparency to NCB's governance.
- ▶ Previous Board experience is not essential as we value life experience equally as professional experience; what is essential is your willingness to learn and develop in the role and we will fully support you in this.

All applicants from across the UK are equally welcome but we are keen to hear from individuals who meet any one of the following criteria:

- ▶ Experience in Northern Ireland across government relating to children's health and social care, education and well-being.

Eligibility

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring NCB 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 an NCB Board Member. This will not necessarily result in an inability to serve on the board.

Candidates must be over the age of 16.



The application process

For a confidential discussion about the position in the first instance, please contact Engage Director Patrick Minne, patrick@co3.org.uk 07792 509003.

1. Candidates are asked to provide a full CV by email to Engage by **noon on Monday 13 May 2024 to apply@engageexec.co.uk**. The CV should include education, qualifications, employed work and voluntary work.
2. Your cover email should confirm that you meet the requirements of the Person Specification.
3. Engage will contact you to discuss your submission.
4. Your CV will then be submitted to the NCB Board selection panel who will shortlist candidates.
5. Shortlisted candidates will be invited to meet the board panel for a two-way 'conversation with a purpose' about their candidacy, and a panel of children and young people on **Friday 24 May 2024**.
6. The full Board will vote to ratify the selection of the successful candidate.

Note that the successful candidate will be subject to due diligence checks including the provision of two professional references, so please be ready to provide your referee's contact details and description of their relationship to you.

As part of the application process, you may be asked to complete a diversity monitoring form. This is voluntary and will not be connected to your application.



Key dates

- ▶ Closing date **Noon Monday 13 May 2024**
- ▶ Interview date **Friday 24 May 2024**
- ▶ Board Meeting **Wednesday 3 July 2024**



**NATIONAL
CHILDREN'S
BUREAU**

Please address any enquiries relating to the advertised position to NCB's NI recruitment partners:

Engage Executive Talent

Tel: 07792 509003

Email: apply@engageexec.co.uk

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

National Children's Bureau
23 Mentmore Terrace
London E8 3PN

The NICVA Building
61 Duncairn Gardens
Belfast BT15 2GB

Tel: 020 7843 6000

Email: info@ncb.org.uk

Web: ncb.org.uk

National Children's Bureau is registered charity number 258825 and a company limited by guarantee number 00952717