

 **REF: RYANI/PM/**

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| **Job Title** | **Chief Operating Officer** |  | All application forms should be returned to:  Richard Honeyford  RYANI  GE8 Sketrick House  Jubilee Road  Newtownards  BT23 4YH  Or via e mail to:  [richard.honeyford@rya.org.uk](mailto:richard.honeyford@rya.org.uk)  **Clearly titled:** COO Application |
| **Salary** | **£38,000 to £40,000** |  |
| **Closing Date** | **12pm (Mid-day) on 3rd May 2022** |  |

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| **SECTION 1 - PERSONAL DETAILS** | | | | | | |
| **Surname:** | |  | **Forename** | | |  |
| **Title** | **If Other please specify** | | **Email Address** | | |  |
| **Address**  **Postcode** |  | | **Telephone Numbers**  **Home**  **Work**  **Mobile** | | |  |
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| **NI Number** |  | | **How did you hear about this vacancy?** | | |  |
| **SECTION 2 – REFERENCES** | | | | | | |
| Please state the names of three employment related referees, ***including your current employer.*** | | | | | | |
| **Reference 1** | | | | | | |
| **Name** |  | | | **Address**  **Telephone No.** |  | |
| **Position** |  | | |
| **Reference 2** | | | | | | |
| **Name** |  | | | **Address**  **Telephone No.** |  | |
| **Position** |  | | |
| **Position** |  | | |

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| **SECTION 3 - QUALIFICATIONS** | | | | | | | | | | |
| Give details of your qualifications, i.e. GCSE, A-Levels, GNVQ’s, Degree (please ensure you include the result/grade) | | | | | | | | | | |
| **Type of Qualifications e.g. GCSE, NVQ, A-Level, degree** | | **Subjects** | | | | **Date Achieved** | | | | **Result / Grade** |
|  | |  | | | |  | | | |  |
| Membership of Professional Associations:  (including dates of membership) | | |  | | | | | | | |
| **SECTION 4 - EMPLOYMENT HISTORY** | | | | | | | | | | |
| **Current / Most Recent Employment** | | | | | **Name & Address of Employer** | | |  | | |
| **Date Appointed** |  | | | |  | | |
| **Date Left** *if applicable* |  | | | |  | | |
| **Notice Period** |  | | | | **Job Title** | | |  | | |
| **Main duties and areas of responsibility** | | | | | | | | | | |
| **Salary (per annum)**  (evidence of salary will be requestedbefore any offer of employment is made) | | | |  | | | **Reason for Leaving** | |  | |

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| **Please detail the last ten years of your employment history starting with the most recent.** | | | | |
| **Dates of employment**  **(From & To)** | **Name and Address of Employer** | **Position held & Main Duties** | **Leaving Salary** | **Reason for Leaving** |
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| **SECTION 5 - SIFTING INFORMATION** | | | | | |
| The following sections ask you to outline your qualifications and experience in relation to the essential and desirable criteria specified in the Personnel Specification. **It is not acceptable to simply restate the criteria. E.g. “I have experience in using Microsoft Office”. Applicants must clearly demonstrate experience giving examples**. | | | | | |
| **ESSENTIAL CRITERIA** | | | | | |
| Qualifications and Attainments Please provide information of how your qualifications meet the minimum requirement of **Qualified to degree level in relevant subject or equivalent management/leadership experience.** | | | | | |
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| ESSENTIAL CRITERIA |
| Relevant Knowledge and Experience Please provide information, using examples, to demonstrate how your experience to date meets the minimum requirement of:  **Evidenced experience of strategic planning, project management and/or business development in an environment with multiple stakeholders** |
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**Please do not alter the format of this form**

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| ESSENTIAL CRITERIA |
| Relevant Knowledge and Experience  Please provide information, using examples, to demonstrate how your experience to date meets the minimum requirement of: Demonstrable experience in building and leading diverse teams and uniting teams around shared aims, culture and values. |
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| ESSENTIAL CRITERIA |
| Relevant Knowledge and experience Please provide information, using examples, to demonstrate how your experience to date meets the minimum requirement of: **Developing revenue streams including sourcing and successfully applying for grants/funding for projects** |
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| ESSENTIAL CRITERIA |
| Relevant Skills Please provide information, using examples, to demonstrate how your experience to date meets the minimum requirement of: **Excellent attention to detail within the production of reports, including the use of statistical or financial information.** |
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| ESSENTIAL CRITERIA |
| Disposition and personal qualities Please provide information, using examples, to demonstrate how your experience to date meets the minimum requirement of:  **High personal performance standards and attention to detail** |
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| **Please tick the appropriate box** | **YES** | **NO** |
| Must be able to work additional hours, some of which may be evenings, at the weekend or at short notice. |  |  |
| Available and willing to undertake training necessary for the post. |  |  |
| Access to a form of transport that will permit the post holder to meet the requirements of the post. |  |  |

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| **SECTION 6 - DECLARATION AND SIGNATURE** |
| The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.  **Signature: Date:** |
| The completed form should be returned to:  Richard Honeyford  RYANI  GE8 Sketrick House  Jubilee Road  Newtownards  BT23 4YH  [richard.honeyford@rya.org.uk](mailto:richard.honeyford@rya.org.uk) |

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| **SECTION 7 - EQUAL OPPORTUNITIES MONITORING** |
| **FAIR EMPLOYMENT (NI) ACT 1989 AND FAIR EMPLOYMENT**  **(MONITORING) REGULATIONS 1989**  The RYANI is committed to promoting equality and diversity. It is our policy to provide employment equality to all, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation and age.  We are opposed to all form of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively. As an equal opportunities employer we want to ensure that all of our applicants and employees enjoy equality of opportunity. We also want to encourage the best people to apply for vacancies in our company regardless of their background.  The information provided on the monitoring questionnaire will only be made available to the monitoring officer. If you provide us with information in respect of a disability we will use this information to ensure that we meet our legal obligation to make reasonable adjustments. If we make equal opportunities information public, this will be done in a way that ensures anonymity.  To ensure confidentiality, the questionnaire will be given an identifying number and only the monitoring officer will be able to match this number with your name. Your name should not be written on the questionnaire. The monitoring information collected will be used to measure the effectiveness of our equal opportunities policy, determine the extent to which we promote equality of opportunity and fair participation and will assist us to develop and review positive/affirmative action policies.  The RYANI is committed to updating relevant monitoring data every three years. This is because we recognise that individuals may for example, acquire disabilities, change their marital status etc. If the monitoring information you provide us with changes please let us know.  If you have any queries about this form please contact  Richard Honeyford  RYANI  GE8 Sketrick House  Jubilee Road  Newtownards  BT23 4YH  Telephone (028) 91 827154 |
| **Personal Data** |
| This form records your personal data, employment history and qualifications / experience, for the purposes of your job application for the above post. The data recorded on this form will be reviewed in line with the requirements of the job role, and maintained as part of our recruitment records for a period of 12 months. Your data will be held for the purposes of obtaining your suitability for the role of which you are applying for and communicating with you regarding the progress of your application. |

**Royal Yachting Association Northern Ireland**

**EQUAL OPPORTUNITIES MONITORING FORM**

**CONFIDENTIAL**

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| **Monitoring Reference Number:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| We wish to assure applicants and employees that the monitoring data they provide will be used to promote equality of opportunity for all applicants and employees regardless of their background. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Ethnic Group:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please indicate which Ethnic Group you belong to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Bangladeshi | | | |  | |  | | | | | | | Indian | | | | | | | | |  | | | | |  | |
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| Black African | | | |  | |  | | | | | | | Irish Traveller | | | | | | | | |  | | | | |  | |
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| Black Caribbean | | | |  | |  | | | | | | | Pakistani | | | | | | | | |  | | | | |  | |
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| Black Other | | | |  | |  | | | | | | | White | | | | | | | | |  | | | | |  | |
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| Chinese | | | |  | | Any other ethnic group: | | | | | | | | | | | | | | | | | | | |  | |  |
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| My Nationality is: | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | |
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| In asking this question, we want to assure applicants that the information provided will only be used to promote equality of opportunity for applicants and employees in the basis of their Nationality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Sexual Orientation:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| My sexual orientation is towards someone: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Of the same sex | | | | |  | | | | A different sex | | | | | | | |  | | | |  | | | | | | | |
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| Both | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | |
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| Are you in a civil partnership? | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | |
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| **Disability:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you consider that you meet this definition of disability? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | |  |  | | | | | | No | |  | | | |  | | | | | | | | | | | | | |
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| If yes, please state the type of disability: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mental Health Disability | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | |
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| Learning Disability | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | |
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| Physical Disability | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | |
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| Are there reasonable adjustments that we could make as part of our recruitment process that would enable you to enjoy equality of opportunity in getting a job/working with us? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please specify: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Marital Status / Family Status:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Are you married? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | |  |  | | | | | | No | |  | | | |  | | | | | | | | | | | | | |
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| **Community Background:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regardless of whether we practice religion most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong by ticking the appropriate box below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I am a member of the Protestant community | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |
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| I am a member of the Roman Catholic community | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I am a member of neither the Protestant nor Roman Catholic community | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |
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| Please indicate your sex by ticking the appropriate box | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |
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|  | | Male | | | | | Female | | | | | | | | | | | | | | | | | | | | | | |
| Non binary  Another description  I would prefer not to say | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Age:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please provide your date of birth or tick the Age band to which you belong: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| DOB: |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
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| **Age Band:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Under 18** | | |  | | |  | | | | | **41 - 50** | | | | | | | |  | | | | |  | | | | |
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| **18 - 30** | | |  | | |  | | | | | **51 - 60** | | | | | | | |  | | | | |  | | | | |
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| **31 – 40** | | |  | | |  | | | | | | **61 and over** | | | | | | |  | | | | | |  | | | |
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**DISCLOSURE OF CRIMINAL CONVICTIONS (Non Excepted)**

**Applicant Reference: RYANI/COO/**

**Please read this information carefully**

Statement of non-discrimination

RYANI is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the job description, the nature of the offence and the responsibility for the care of existing volunteers and employees.

Question

Below you are asked to disclose any criminal convictions except those which are considered ‘SPENT’ under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application from being considered.

Advice to Applicants

Please complete this disclosure form as accurately as possible and return to Gayle Logan, RYANI, GE8 Sketrick House, Jubilee Road, Newtownards, BT23 4YH along with your application form. The information provided will not be discussed at the shortlisting or interview itself and a separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

If you have no convictions, please state NONE.

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| **Date of conviction** | **Offence** | **Sentence** |
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Please provide any other information you feel may be of relevance such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant development in your situation since then
* Whether or not you feel the conviction has relevance to this post

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Please continue on a separate sheet if necessary

I declare that any answers are complete and correct to the best of my knowledge

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| **Signed:** | **Date:** |