**Reference No:** TTS2021g

**Chief Executive Officer**

**Application Form**

To allow everyone the same opportunity to apply, applications must be received by **the closing time of 2pm, Monday 7th June 2021.**

Applications will be accepted by email to [rogerc@transporttraining.org](mailto:rogerc@transporttraining.org)

Late applications, no matter what cause, will not be accepted.

Only applicants who meet the essential criteria described in the person specification will be shortlisted.

Transport Training reserves the right to use some or all desirable criteria to enable shortlisting.

It is in your interest to fully explain how you meet each of the criteria. You may expand the size of the space left between each criteria.

Please don’t provide a C.V. as the recruitment panel will only receive the application form.

Shortlisted applicants will be invited to an initial interview, expected to be held in the week commencing 14 June, this may be held as a Zoom type interview or at the training centre.

The successful applicant will be offered employment which is conditional on the receipt of all satisfactory references, confirmation of qualifications.

Commencement of employment will require a satisfactory ACCESS NI vetting check to be completed.

Website: www.transporttraining.org

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| **PERSONAL DETAILS:**  Name:  Address:  Postcode  Email:  Tel no:  Mobile: |

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| **EDUCATION:** | | |
| Subject: | Grade: | Date Achieved: |
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| **FURTHER EDUCATION/PROFESSIONAL QUALIFICATIONS:** | | |
| Dates: | Name of Institution / College / University: | Qualifications: |
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| **Additional Training/CPD:** | | |
| Dates: | Name of Organisation/ Institution / College / University: | Qualifications (if any): |
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| Please tell us why you have applied for the role of Chief Executive Officer |
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| **EMPLOYMENT HISTORY:** Be specific about the start and end month of each role. | | | |
| Previous Employers: | Position Held: | Dates of Employment: (month/year) | |
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| Present Employer: | Position Held: | Date: (month/ year) | Salary: |
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| **DETAILS OF DUTIES/RESPONSIBILITIES IN PRESENT POST:** | | | |
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| **Selection Criteria:**  Candidates are expected to be able to demonstrate that they comply with at least 6 of the 12 experience areas listed below. If there are a large number of applicants, the number of areas that candidates will have to demonstrate substantial experience may be increased.  For each of the areas, please indicate whether you comply with the criteria and, if so, how, by providing examples or specific information. If you are describing any experience please say how many months/years you were in a role. Please be concise, but you may expand each section as necessary.  You are encouraged to use bullet points. |
| **Number of years of full-time equivalent senior management experience (including at least 6 of the areas listed below):** |
| **Criteria 1:** Innovation   * A personal record of achievement, innovation and entrepreneurship   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 2:** Organisational development   * Planning and managing organisational change   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 3:** People Management   * Leading and managing a staff team * Leading and managing a team of managers * Developing HR Policies   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 4:** Financial management   * Planning and managing a significant budget * Financial management and control   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 5:** Income generation   * Income generation through trading/service provision * Income generation through grants. Tenders and/or fundraising   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 6:** Communications   * Communications and marketing * Building relationships as a senior level with external stakeholders * Experience with media interviews * Extensive use of social media   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 7:** Lobbying   * Building relationships at a senior level with external stakeholders * Influencing public policy and practice   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 8:** Service management for quality   * Quality assurance and improvement * Experience of operating an ISO9001:2015 quality system or equivalent   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 9:** Governance   * Involvement in, understanding of, and commitment to a charity and social economy model * Reporting directly to a Board * Governance responsibilities at Board level * Strategic and operational planning   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 10:** Compliance   * Risk Management * Health & safety * Safeguarding * Organisational policies   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 11:** Vocational training   * Apprenticeships * Vocational Training * Vocational Qualifications and accreditation   **Do I comply with this requirement: yes/no**  **Evidence:** |
| **Criteria 12:** Transport, automotive or logistics industries   * Work in the transport, automotive or logistics industries * Knowledge of current issues, risks and opportunities in transport, logistics and automotive sectors * Knowledge of training needs in the transport, logistics and automotive sectors   **Do I comply with this requirement: yes/no**  **Evidence:** |

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| **REFEREES:** |
| Please give the names, email and postal addresses of three people to whom reference may be made, indicating in what capacity they have knowledge of your work. Two should be your most recent managers/employers and each should have knowledge of your work. Please indicate if you do not wish us to approach any of the referees (e.g. current employer) without your prior approval. |
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| I certify that the information I have given is correct.  I understand that any false information given may result in any job offer or appointment being withdrawn and that any offer of employment will be confirmed by provision of educational/training certificates. I consent to an Access NI enhanced check being undertaken and that the results of this check may result in a withdrawal of any offer of employment.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The application form should be emailed to:

DR. Roger Courtney (Interim CEO) – [rogerc@transporttraining.org](mailto:rogerc@transporttraining.org)   
by no later than 2pm on Monday 7th June.

Late applications will not be accepted. All applications will be acknowledged when they are received. If you do not receive an acknowledgement, please email (or ring 07775687386) to check that it has been received.