# **A logo with text and a colorful logo AI-generated content may be incorrect.**

**CHAIR OF AGE NI**

**APPLICATION FORM**

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| Return completed form to: |
| **To:**  **Cathryn Law**  **Age NI**  **31 Ulsterville Avenue** Belfast **BT9 7AS**  **Email:** [**board@ageni.org**](mailto:board@ageni.org) |

**Completed application forms must be received by Age NI no later than 12 noon, Monday 23 June 2025. (Interviews will be held on Thursday 3 July 2025.)**

**Selection for interview will be based on the information you provide on this application form. If you are typing your application, the font style and size must not be changed. Please complete all sections of the application.**

##### PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name(s): |  |  | Surname: |  |  |
| Address: |  |  | Title: |  |  |
|  |  |  | Tel. No. (Home): |  |  |
|  |  |  | Tel. No. (Work): |  |  |
|  |  |  | Tel. No. (Mobile): |  |  |
|  |  |  |  |  |  |
| Postcode: |  |  | Driving licence: | Yes / No |  |
| Email address: |  |  | Access/use of car: | Yes / No |  |
|  |  |  |  |  |  |

**ESSENTIAL COMPETENCIES**

*We shortlist only on the information which you provide on this application form (Q1-Q4). Please demonstrate by providing personal and specific details how you meet each criterion for this position. Please note the maximum wordcount for the remaining questions is 500 words/question.*

AREAS OF EXPERTISE

All applicants must identify a minimum of 2 areas of expertise.

Q1A. Please identify which area(s) of skills/experience you would bring to the position of Chair of Age NI. (Please mark an X in the relevant boxes)

1. Effective board leadership
2. Strategy and performance
3. Governance and compliance
4. Effective communication, including networking and stakeholder engagement

**Please provide a summary of your expertise in each of the areas as indicated in the boxes above**. *(The maximum wordcount is 200 words per area):*

**Criterion 1 Effective board leadership**

*Applicants should be able to demonstrate effective leadership and the ability to lead discussions, foster debate, facilitate consensus and manage conflicts should they arise. They should be able to demonstrate self-confidence, personal integrity, professional conduct and the ability to bring different people together to work in harmony to take tough decisions.*

**Please demonstrate how you meet this requirement in the space/box below**

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| **Criterion 2 Strategy and performance**  *The applicant should be capable of leading the strategic direction of Age NI and ensure timely and proactive decision making.*  **Please demonstrate how you meet this requirement in the space/box below**  **Criterion 3 Governance and compliance** |

*This should include the ability to ensure compliance with financial, legal and regulatory requirements and regularly review and adapt governance arrangements as required.*

**Please demonstrate how you meet this requirement in the space/box below**

**Criterion 4 Effective communication, including networking and stakeholder engagement**

*This should include the ability to communicate/engage clearly with others including stakeholders, listen to what others say and articulate well founded reasons for decisions and provide succinct reports to facilitate understanding.*

**Please demonstrate how you meet this requirement in the space/box below**

**Q1B. Provide an outline of your previous experience as a Trustee/Non-Executive Director, noting the sector in which you served.**

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| **Q2. Demonstrate by example your ability to lead strategic direction and ensure timely and proactive decision making within an organisation.** |
| Q3. Demonstrate by example your ability to analyse information, apply good thinking and sound judgement to solve problems creatively. |

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| **Q4. Demonstrate by example your ability to listen, communicate and lead others effectively.** |

##### REFEREES

Please nominate two persons who are familiar with your work/experience, within the last 5 years.

**Referee 1**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |
| **Relationship:** |  |
| **Tel No:** |  |
| **Email:** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |
| **Relationship:** |  |
| **Tel No:** |  |
| **Email:** |  |

**PERSONAL DECLARATION**

I understand that if appointed, details of my appointment will be published.

I declare that all the foregoing statements are true and complete to the best of my knowledge and belief.

I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.

Age NI reserves the right to verify the information you have provided and seek information from other sources.

**Signature: …………………………………… Date: ………………….**

**CANVASSING WILL DISQUALIFY**

Please ensure that you have completed all relevant parts of this application form as only applications containing the information sought will be considered.

The information in this application form will be held in accordance with current Data Protection legislation. We will treat the information given in this application as confidential. However, applicants are advised that legal processes may require us to disclose the form to certain statutory bodies.

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**Declaration of Eligibility to be a Company Director and Charity Trustee**

I declare that:

* I am over age 16.
* I am not undischarged bankrupt.
* I have not previously been removed from trusteeship of a charity or other organisation/body by a Court or the Charity Commission.
* I am not under a disqualification order under the Company Directors’ Disqualification Act 1986.
* I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
* I am, in light of the above, not disqualified by HMRC or the Charity Commission from acting as a Charity Trustee.
* I undertake to fulfil my responsibilities and duties as a Charity Trustee and Company Director of Age NI in good faith and in accordance with the law.
* Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to Age NI. These could include financial interests or share ownership, compulsory/voluntary insolvency/liquidation, active connections with a field of expertise in which the organisation works, Directorship (of charities, organisations, companies) and their activities, associations or employment of a partner or friend in the particular field in which Age NI operates.

Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

Have you any conflicts of interest – Yes / No

If yes, please detail:

I hereby declare that, to the best of my knowledge, all the information given by me is correct.

Signature Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that if, subsequently, any of the above statements are found to be false you could be disqualified from being a Company Director and Trustee of Age NI.**