



**NI
WOMEN'S
BUDGET
GROUP**

Coordinator
Northern Ireland Women's Budget Group
Candidate Information Booklet

**Completed application forms must be submitted by
16:00 on Friday 31st July 2020 to**

Lynn Carvill
Northern Ireland Women's Budget Group
c/o WOMEN'STEC
29 Chichester Avenue
Belfast
BT15 5EH
E: info@niwbg.org
M: +44 78 0359 1150 (during working hours 9:30-17:30)

NIWBG Values and Ethos

Vision

NIWBG's vision is a peaceful, inclusive gender equal society that is socially and economically just and environmentally sustainable.

Mission

The NIWBG's mission is to work towards an inclusive and gender equal economy.

Values

Based on the principles of gender equality and feminist economics, the NIWBG

- Is a feminist organisation.
- Is an independent, non party political organisation.
- Is passionate about human rights, equality, social justice and opposes discrimination of any sort.
- Commits to providing leadership in promoting equality and diversity in fiscal and economic matters.
- Values inclusive consultation, active listening, experience sharing and evidence based research to inform work.
- Commits to partnership and collaboration and seeks to work through empowered, diverse and inclusive teamwork.
- Seeks to empower members and stakeholders to become agents for change in advancing equality in fiscal and economic policy and implementation.
- Values curiosity, is brave in advocating new ideas and strives for excellence in providing high quality work and innovation.
- Is committed to continuous learning and improvement.
- Acts with integrity, conducting its business in an open, honest, transparent and accountable way to its members and stakeholders.

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Introduction

The Northern Ireland Women's Budget Group (NIWBG) is seeking to appoint its first Coordinator, with funding provided by the Open Society Foundation awarded in partnership with sister budget groups in Scotland, Wales and England. The successful candidate will assist the NIWBG to develop its capacity, build and sustain networks and partnerships, build momentum for gender responsive budgeting and influence public policy.

The NIWBG is committed to equality and welcomes applications from suitably qualified people irrespective of religious belief, political opinion, ethnic origin, disability, age, gender, marital status, sexual orientation or whether or not they have dependents. All applications are considered on merit and the appointment process is open and transparent.

This candidate information booklet contains important information on the role and person specification for the appointment as well as details of how to apply for the position. It also contains a guide to completing the application form and doing interviews. Prospective candidates should read it carefully before completing an application.

This booklet and the application form can be made available in alternative formats. Candidates are requested to advise of their requirements as soon as possible.

Enquiries about the appointment should be directed to Lynn Carvill on +44 78 0359 1150 during working hours or by emailing info@niwbq.org. Prospective applicants wishing to learn more about the post before deciding to apply may telephone Lynn Carvill on mobile during working hours.

Northern Ireland Women's Budget Group

COORDINATOR JOB DESCRIPTION

NORTHERN IRELAND WOMEN'S BUDGET GROUP

The Northern Ireland Women's Budget Group (NIWBG) is a forum of organisations and individuals who bring together research, policy and economic expertise from a range of sectors. The NIWBG's mission is to work towards an inclusive and gender equal economy. It focuses on gender-aware and inclusive economic inquiry, policy analysis and budget implementation.

A key purpose is to scrutinise budgets and spending plans for their gender implications, thus illuminating how taxpayer's money is spent and highlighting the differential impacts on women and men. The NIWBG encourages the Northern Ireland Executive, government departments, local councils and public bodies to use fully transparent and inclusive budgetary processes, and ensure that gender analysis is fully understood and routinely used to enhance policy making and spending plans.

The NIWBG collaborates and partners with sister organisations across England, Scotland, Wales and Ireland. The 4 Nations in the UK have recently received joint project funding from the Open Society Foundations. This will establish the Coordinator post and develop the NIWBG's role in and contribution to public policy and the Northern Ireland economy.

ROLE AND PURPOSE

The NIWBG is appointing its first staff member, a Coordinator. This is a strategic role in a new organisation. Reporting to the Board of Directors, the Coordinator will be responsible for constituting the Northern Ireland Women's Budget Group as a charitable company, ensuring all necessary governance and compliance arrangements are in place and developing an operational plan to deliver on the NIWBG's strategic objectives. The post-holder will forge and maintain effective relationships across a broad range of sectors, institutions and stakeholders including decision makers as the NIWBG operates at all levels to influence change. They will work closely with sister organisations on a North-South East-West basis, and disseminate and share information among stakeholders and decision-makers.

The person appointed will have an understanding and be supportive of the values and ethos of the NIWBG and the promotion of equality.

KEY DUTIES AND RESPONSIBILITIES

Governance and Resource Management

- Establish and develop the NI Women's Budget group as a legal entity with robust governance and compliance structures, policies and procedures.
- Work within agreed expenditure of budgets, in line with policies and procedures.
- Prepare, co-ordinate, attend and service Board of Directors' meetings and other organisational meetings and events.
- Ensure proper reporting systems, including for financial reporting, are in place to enable the Board of Directors to make informed strategic decisions.
- Work with the Board to identify and pursue potential resources to sustain and progress the NIWBG's work.

Project Coordination

- Develop and deliver on strategic and operational plans, in conjunction with the Board of Directors.
- Provide clear, accurate and up-to-date information regarding progress on the strategic objectives and project deliverables outlined in the '4 nations' project.
- Engage systematically with the Northern Ireland budgetary processes, keeping members up to date on opportunities for engagement.
- Participate in joint planning and collaboration with 4 and 5 nations partners.
- Communicate effectively with the Board of Directors and stakeholders.

Networking and Influencing

- Act as representative of the NIWBG in the public sphere.
- Build strategic alliances with key stakeholders in the wider women's sector, the trade union movement, academia and other relevant bodies.
- Develop and maintain effective relations and advocacy with partners, policy and decision makers in government and other relevant organisations and agencies.
- Attend relevant events, conferences, meetings and play an active role in raising the profile of the NIWBG and its aims and objectives.
- Assist in increasing the NIWBG's influence in feminist economics and gender budgeting through written submissions and verbal policy inputs.

Communication and Promotion

- Develop the communications strategy to build awareness of the NIWBG and its work, including through press, social media and promotion to women's organisations and other stakeholders.
- Oversee the development and maintenance of an organisational website.

- Build and develop a social media presence supported by regular updates on various social media platforms to increase the reach of the NIWBG.
- Support the organisation of and participate in relevant conferences and events including those organised by sister gender budgeting organisations in the UK and Ireland.
- Develop accessible documents that will demystify public expenditure systems, processes and developments and can be used to enhance knowledge of gender budgeting at grassroots and political levels, including a guide to the Northern Ireland budget process.

General

- Undertake other duties reasonably requested by the Board of Directors.

KEY TERMS AND CONDITIONS

JOB TITLE: Coordinator

HOURS: 28 hours weekly

SALARY: £26,999 (NJC SO1) pro-rata; 6% Employer's Pension Contribution

TERM: 12 months (post extension subject to funding)

Accountability

The Coordinator is accountable to the NIWBG Board of Directors and will be managed by a Line Manager designated by the Board. The Line Manager will be responsible for support and supervision, including assessing training needs in consultation with the Coordinator and undertaking an annual appraisal.

Location of Office

The NIWBG office is located in WOMEN'STEC, 29 Chichester Avenue, Belfast, BT15 5EH. Requests for flexible working will be supported where possible. Account will be taken of the changing COVID-19 situation and the flexibilities required in following public health advice, such as working from home.

Duration of Appointment

The appointment will be for 12 months, subject to a probationary period of 6 months. Continuation of the post is dependent upon further funding being secured.

Working Hours

The hours for the post are 28 hours weekly, normally office hours but with the possibility of flexibility. Work outside agreed hours will be required on occasion for which there is time off in lieu in line with NIWBG policies.

Remuneration & Pension

The salary for the post is NJC Scale SO1 Point 23 currently £26,999, pro rata £21,599. A contributory pension scheme applies to the post.

Travel & Expenses

Ability to travel to meet the responsibilities of the post is required. Reimbursement of reasonable travel costs incurred will be made in accordance with the expenses policy.

Assistance for individuals with disabilities

Reasonable adjustments will be made to accommodate the needs of the successful candidate in carrying out their duties.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

This recruitment process uses a criteria-based selection procedure. The post does not require specific qualifications. However, all applicants must show on their application form and at interview (if invited) how they meet the selection criteria and demonstrate that they have the **skills, knowledge, experience and qualities** required; you are asked to provide **evidence by way of examples** to demonstrate this.

The criteria areas are in bold with an accompanying descriptor in italics of what is expected under each criterion. Applicants must demonstrate in their applications that they satisfy **all** of the essential criteria. The criteria are all of equal weight.

This is a new job in a relatively novel field (gender budgeting and feminist economics) for which qualified candidates are likely to have transferable skills from other work and projects, paid and/or voluntary, in which they have been engaged.

1. Gender Equality

You will have experience in equality and human rights. You will be demonstrably committed to women's rights, gender equality and social inclusion; and have a good understanding of the factors that affect women's economic and social position.

2. Public Policy Making

You will have knowledge of how public policy is made for Northern Ireland and the ability to be effective in policy arenas. You will be able to find entry points for the NIWBG to make an impact on achieving equality for women in the N.Ireland policy making and budgetary processes. You will have the skills to critically analyse issues, and collate and analyse information from a range of sources (research, assessment and feedback from consultations and meetings, etc.) that can inform recommendations and decisions.

3. Governance and Coordination

You will have experience of project coordination and capacity in organisational development. You will be able to service the Board efficiently and contribute to operational planning and delivering against strategic objectives. You will be highly motivated with the ability to work on your own initiative and to plan and organise your workload to maintain progress towards targets. You will be an effective team member who can work with others to produce high quality outputs.

4. Networking and Influencing

You will be an effective advocate for the NIWBG. You will be a good networker who is able to encourage collaboration and partnership in the women's sector and with diverse stakeholders and build alliances across sectors to achieve outcomes. You will be able to develop and sustain strategic relationships with political representatives and policy makers to influence the policy agenda. While maintaining effective working relationships, you will be able to constructively challenge, make rational arguments and influence others.

5. Communication and Promotion

You will be an excellent communicator with strong active listening, oral, written, presentational and social media skills. You will communicate with conviction and confidence. You will be capable of using different communication methods and styles that suit diverse audiences. You will be able to write persuasively, and to influence through different mediums from articles to social media posts. You will have good range of ICT knowledge and skills.

APPLICATION PROCESS

Competency Based Selection Process

- The application form will assist you to provide the necessary information for the selection panel to determine how you meet the criteria. Criteria-based means that you must provide evidence of workplace or personal performance which demonstrates that you can perform to the specified standard.
- You should not simply list the various posts that you have held; the selection panel will not make assumptions from the title of your post or the nature of the organisation as to the knowledge, experience, skills or qualities gained. You must demonstrate clearly how and to what extent your experience is relevant to the criteria for the post. It's not just what you have done – but also *how* you did it.
- You should give specific examples from past performance that demonstrate that you have the abilities and competencies that make you suitable for this appointment. There may be several aspects to a criterion, so ensure you provide evidence that shows how you meet all aspects.
- Skills, knowledge and experience can be acquired throughout an applicant's life. Examples can be provided from your professional experience, voluntary and/or community experience, involvement in trade union activity, a non-traditional career path or from within your personal life.
- See Annex A for guidance on how to approach responding to the criteria in the application form.

Completing the Application Form

- Application forms should be fully completed; no information, other than that supplied under the criteria sought, will be taken into account during the shortlisting process.
- CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will **not** be accepted.
- Online or hard copy versions of the application form are acceptable. However, in the current circumstances of COVID-19 we advise online copies by email if possible.
- Application forms should be completed clearly using typescript minimum **Font Size 12** if completed electronically, or in block capitals in black ink if completed in hard copy.
- Alternative formats of documents can be made available. Please advise us of any requirements as soon as possible.
- Answers are limited to a **maximum of 350 words** per criterion. Any information provided in excess of this limit will be disregarded.

Equality Monitoring

The NIWBG is committed to ensuring that all eligible persons have equal opportunity on the basis of their ability and aptitude for the role. We carry out monitoring to help us ensure that our processes and procedures promote equality of opportunity as far as possible.

Therefore, we would appreciate if you would complete and return the equality monitoring form along with your application. The form is for equal opportunities monitoring only and the information you provide in it is held separately, analysed separately and used only for statistical purposes. It is not shown to the selection panel or used in any way to determine the suitability of candidates.

Submitting an Application

- The fully completed application form must be returned by **16:00 on 31st July 2020**.
- Applications can be submitted by email or post by the deadline. In the current circumstances of COVID-19 we advise email if possible.
- Late applications will not normally be accepted.

INTERVIEWS

Interview Arrangements

After the closing date shortlisting will be undertaken to identify which candidates are to be invited to interview. The selection panel will assess anonymised application forms against the essential criteria contained in the person specification.

Candidates selected for interview will be notified by email or letter according to their choice of communication method. Candidates who have not been shortlisted will be notified of this. Candidates are advised to check their emails, including junk mail, regularly for a response after shortlisting.

Interviews may take place face-to-face or remotely. Subject to public health advice at the time, it is intended that interviews will take place face-to-face with appropriate social distancing measures. However, we recognise that it may be necessary to conduct some or all interviews remotely. Whatever arrangements are decided, we will make appropriate provision for anyone at risk. We will liaise with candidates selected for interview to keep them fully informed on the arrangements.

Dates and Panel

Interview Dates: 25th and 26th August 2020

Location: WOMEN'STEC, 29 Chichester Avenue, Belfast BT15 5EH

Selection Panel: The members of the selection panel will be

- Lynn Carvill, Chief Executive of WOMEN'STEC
- Clare Moore, Irish Congress of Trade Unions

- Bronagh Hinds, DemocraShe

Disability Requirements

Please let us know if you require any reasonable adjustments, due to disability, to enable you to participate in any part of the assessment process. Any information provided will be used for this purpose only and will not form any part of the selection process.

Presentation

Candidates selected for interview will be expected to give a presentation which is prepared in advance.

Competence-based interviews

As with the application form, the format of the interview will be competency based. You will be tested against the specific selection criteria for this post. The application form gives you the opportunity to provide examples relevant to the specific criteria. These, in turn, provide the selection panel with information and evidence about you, and a deeper understanding of your abilities.

The interview is a crucial part of the appointment process and thorough preparation is essential. You can prepare for the interview by:

- reading and thoroughly understanding the selection criteria;
- reminding yourself of the examples you used in your application form and being prepared to expand on these at interview, if asked;
- rehearsing how you might relate your experiences to the selection panel, emphasising your own role and responsibilities; and
- not assuming that your qualities and experience will speak for themselves.

See Annex B for guidance on preparing for a criteria-based interview. Further information on competency-based interviews is included in Annex C.

APPOINTMENT AND FEEDBACK

Notification of Appointment

The successful candidate will be informed as quickly as possible after the selection panel has made its decision. Unsuccessful candidates will be notified shortly afterwards. The panel may decide to maintain a reserve list of candidates for up to one year.

Feedback

Requests for feedback in respect of decisions taken at shortlisting and at interview can be made to Lynn Carvill. The chair of the selection panel will be responsible for providing feedback on decisions. All requests for feedback are welcome.



GUIDANCE FOR APPLICATION AND INTERVIEW

This is a competence based recruitment process. This means that when completing your application form and in your performance at interview you will need to demonstrate that you have the **skills, knowledge, experience and qualities** to meet the selection criteria. You are asked to provide **evidence by way of examples** to demonstrate this.

The following pages provide additional information and guidance that you might find helpful when filling in your application form and preparing for interview.

- Annex 1 Outlines two models that, if you choose one to follow, should enable you to provide this evidence in your application form.
- Annex 2 Gives brief tips on preparing for interview. It refers to using the models in Annex 1 as a way of structuring your answers for interview.
- Annex 3 Is a more detailed explanation of the competence based process, with a focus on the interview and a little more elaboration on the two models.

APPLICATION FORM GUIDANCE

Below are two models to consider when you are deciding how to approach providing evidenced answers to the criteria. The models may help you to structure your examples and express them in a logical manner.

Whichever model you choose, describe a specific example(s) that relates to the criterion. Use actual examples, rather than 'how you would do something'.

1. STAR

- Situation:** Briefly outline the situation
- Task:** What was your objective?
What were you trying to achieve?
- Action:** What did you actually do?
What was your unique contribution?
- Result:** What happened?
What was the outcome?
What did you learn?

2. CAR

Context: Briefly explain the context or background to the example. What were the particular circumstances, etc? What goals were you were trying to achieve? What were the problems or obstacles?

Action: Outline the specific **actions you took** to meet the challenge and how you behaved. If your example includes activities undertaken by a team, focus on **your unique role** and not that of the team as a whole. Avoid statements that describe your personal beliefs or philosophies.

Result: Describe the outcome of your actions.

INTERVIEW GUIDANCE

A criteria-based interview does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the criterion the question is designed to test.

A criteria-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the criteria required for effective performance in the role; and
- Provide specific examples of your experience and specific role in relation to the required criteria areas.

The panel will ask you to provide specific examples from your past experience in relation to each of the criteria. You should therefore come to the interview prepared to discuss in detail a range of examples which illustrate your skills and abilities in each criterion area. You may draw examples from any area of your work / life experiences.

In preparation for the interview you will wish to have a clear structure for each of your examples. Using one of the two models outlined on the previous page - **STAR or CAR** - may help you to structure your examples and express them in a logical manner.

INFORMATION ON COMPETENCE BASED INTERVIEWS

The format of the interview will be competency based. The word competency is widely used in business and organisations. The term is used to describe a cluster of related knowledge, skills and attributes that contribute to successful job performance and, ultimately, to the goals and priorities of the organisation or team. Every job can be described in terms of key competences. Competences are typically expressed in terms of visible behaviours. The Chartered Institute of Personnel and Development (CIPD) define competences as: *“the behaviours that employees must have, or must acquire, to input into a situation in order to achieve high levels of performance”*.

Competency based interviews, sometimes also referred to as structured, situational or evidence-based interviews, test candidates against the specific selection criteria for a particular appointment. This type of interviewing is used to examine how candidates previously reacted or “behaved” in specific situations. Candidates are asked to draw on their own real life experiences to discuss how they handled various issues. Competency based interviews are based upon the premise that past behaviour is the best predictor of future behaviour. Accordingly, the interviewer’s goal is to obtain specific examples of when and how you demonstrated particular behaviours.

The application form gives you an opportunity to provide examples relevant to the specific selection criteria. These, in turn, provide the selection panel with information and evidence about you and act as a starting point for questions designed to probe specific skills, competences and characteristics which are relevant to successful performance in the position in question. You will be asked questions structured to explore your behaviour in specific circumstances, which you will then need to support with concrete examples. Questions may include:

- **“Describe a situation when you...”**
- **“Give an example of a time when you...”**
- **“Tell me about a situation where you...”**

The interviewers will then probe further into the examples by asking for specific explanations about your behaviour or skills.

Prior to your interview, the panel will have decided who will lead on each question. You can expect to be asked questions by each of the three panel members. All candidates will be asked the same questions and notes will be taken by the interviewers to evaluate candidates. The panel will score your answer against pre-decided criteria.

Preparing for the Interview

The interview is a crucial part of the appointments process and thorough preparation is essential. You can prepare for the interview by:

- making yourself familiar with competence based selection and interviews;
- understanding the requirements of the post;
- making sure that you thoroughly understand the selection criteria and the skills and competences to be tested;
- reminding yourself of the examples you used in your application form and being prepared to expand on these at interview;
- rehearsing how you might relate your experiences to the selection panel, focusing strongly on your individual behaviour and actions; (see below on Answering Competency Based Interview Questions) and
- not assuming that your qualities and experience will speak for themselves.

Answering Competency Based Interview Questions

A competence based interview does not require you to:

- talk through previous jobs or appointments from start to finish;
- provide generalised information as to your background and experience; or
- provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

- focus, in your responses, on your ability to fulfil the competences required for effective performance of the role; and
- provide specific examples of your experience in relation to the required competence areas.

Competency-focused, well-structured answers are extremely powerful and will impress the selection panel. When answering questions at interview, it is suggested that you adopt a structured approach. The two most popular competency based interview strategies recommended to candidates are the STAR (situation, task, action, result) method and CAR (context, action, result) method. Both methods provide a useful basis for answering and structuring competency based responses, and allow you to provide evidence for competences in a structured, coherent fashion. The STAR method provides slightly more information to interviewers through the addition of the 'task' stage; however either method can be used successfully in an interview setting.

STAR

The “STAR” method is a universally recognised technique designed to enable you to provide a meaningful and complete answer to questions asking for examples. At the same time, it has the advantage of being simple enough to be applied easily. The information will be given in a structured manner, hopefully resulting in the panel becoming more receptive to the messages you are trying to communicate.

The “STAR” method is set out below.

Step 1 Situation

Describe the situation with which you were presented or the task that needed to be accomplished. With the STAR approach you need to set the context. Make it concise and informative, concentrating solely on what is useful to the story.

Step 2 Task

Explain what you had to achieve in the situation you in which found yourself.

Step 3 Action

This is an extremely important section of the STAR approach as it is where you will need to demonstrate and highlight the skills and personal attributes that the question is testing, aligning this to the competences. Now that you have set the context of your story, you need to explain what you did. In doing so, you will need to remember the following:

- be personal - that is talk about you, not the rest of the team;
- go into some detail – do not assume that the selection panel will guess what you mean; and
- steer clear of too much technical detail.
- explain how you reacted to the situation, what were the reasons behind your action.

Step 4 Result

Explain what happened eventually – how it all ended. Use the opportunity to describe what you accomplished and what you learned in that situation. This helps you to make the answer more personal and enables you to highlight further skills. This is probably the most crucial part of your answer. The panel wants to know that you are using a variety of skills in order to achieve your objectives.

CAR

The CAR method also uses an easy to remember acronym and is broadly similar to the STAR method.

Step 1 Context

You must set the scene in order to explain later on what happened as a result of your actions. State the context/challenge which you faced.

Think about:

- What were goals you were trying to achieve?
- What were the problems or obstacles that were preventing the achievement of these goals?

Step 2 Action

State what you did within the context of the situation. You must make it clear what your actions were, how you went about implementing your actions and why you decided upon that particular course of action. This section allows you to provide evidence for a particular competency, highlighting to the panel your understanding of the issues and how to act within the given context.

Step 3 Result

State the outcome of your actions within the given context. Both positive and negative outcomes could be shared with the panel if you feel that a negative outcome highlights your situational awareness or other competences.

Be as thorough as possible when describing the result, and provide evidence for the effectiveness of your actions.