



INFORMATION FOR APPLICANTS

ABOUT SPORT NORTHERN IRELAND

Sport Northern Ireland is the leading public body for the development of sport in Northern Ireland.

The corporate vision is to promote **“a culture of lifelong enjoyment and success in sport which contributes to a healthy, fair and prosperous society”**. In practice, this means Sport Northern Ireland creates and develops programmes and partnerships that will address its three strategic objectives:

- Increased participation in sport and physical recreation;
- Improved sporting performances; and
- Improved efficiency and effectiveness in the administration of sport.

Sport Northern Ireland works in partnership with the Department of Culture, Arts and Leisure (DCAL) to deliver on Sport Matters: The Northern Ireland Strategy for Sport and Physical Recreation, 2009-2019. This Strategy sets out a new shared sporting vision of **“a culture of lifelong enjoyment and success in sport”**, as well as the key strategic priorities for sport and physical recreation, and informs the direction of future investment – underpinning three areas:

- **Participation**
- **Performance**
- **Places**

Structure

Sport Northern Ireland members are appointed by the Department of Culture, Arts and Leisure and consist of the Chairman, Vice-Chairman and board members.

Currently there are approximately 150 members of staff employed within Sport NI.

Location

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Training Centre at the base of the Mourne Mountains – **Tollymore National Outdoor Centre**. Sport Northern Ireland also manage the **Sports Institute Northern Ireland (SINI)**, which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster. SINI prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

Equality of Opportunity

Sport NI is committed to a equality of opportunity in its employment practices and aims to ensure that no actual or potential job applicant or employee is discriminated against, either directly or indirectly, on the grounds of gender, marital status, disability, race, community background or political persuasion, age, dependants, sexual orientation or Trade Union membership.

Each person shall have equal opportunity for employment, training and advancement in Sport NI on the basis of relevance, qualifications and performance. This maximises the effective use of human resources in the best interests of both the organisation and the individual.

Sport NI is an Equal Opportunities Employer

Benefits

Working for Sport Northern Ireland offers a wide range of benefits including:

- 25 days annual leave (rising to 30 days after 5 years service)
- 12.5 customary holidays
- Occupational sick pay - up to 6 months at full pay and 6 months at half pay
- A occupational pension scheme. Employer contribution rate is currently 20%.
- Enhanced maternity / adoption rights - 52 weeks leave (18 weeks at full pay)
- Flexible hours, part-time working and job sharing can be requested
- Special paid leave for parental and domestic reasons
- Educational support and time off for attendance of classes, study and exams
- Option to join our childcare vouchers scheme
- Travel & subsistence payments for all work related travel
- Option to purchase a bike through our cycle scheme, benefiting from tax relief
- Time off for medical appointments
- Welfare support/counselling
- Optician examinations paid
- Subscriptions and professional fees paid
- Specific posts attract a laptop and apple i-phone
- Showering and kitchen facilities
- Discounted rates at Tollymore National Outdoor Centre.

GUIDANCE NOTES WHEN COMPLETING YOUR APPLICATION FORM

Please read these notes carefully. Your application form plays an important part in our selection process.

Please ensure you tell us everything that you think is relevant to your application. Sport NI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.

It is not sufficient to simply list your duties and responsibilities.

Selection Process

To ensure equality of opportunity for all applicants:

- The space available on the application form is the same for all applicants and must not be altered or re-formatted;
- We will not accept CVs or any other supplementary material in addition to the completed application form;
- We will not accept any applications which are received after the closing date and time;
- Make sure your application form is well presented – illegible or incomplete forms will not be accepted;
- Use a black ballpoint pen or lowercase type, black always shows up best when photocopied.

If hand-delivering the application form please make sure you request a receipt as proof of delivery.

Please ensure you complete the monitoring form and the disclosure of criminal convictions form. This information will remain confidential and will be separated from the application form by the Monitoring Officer and will not be seen at any point by the selection panel.

All unsuccessful applicants will be informed after an appointment to the post is made.

All applications should be returned to the address shown on the application form or alternatively can be emailed to hr@sportni.net

Shortlisting

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application. It is therefore essential that all applicants demonstrate through their application how, and to what extent, they satisfy each of the criteria specified in the application form. Specific dates of employment in each position held should be included. It is not appropriate to simply list the various posts that an applicant has held.

The essential and desirable criteria listed in the application form will be assessed at shortlisting.

Only those candidates who, from the information supplied on the application form, match the essential, and when necessary the desirable, criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the qualifications, experience and skills required will not be shortlisted.

Interview and Assessment

Part of the selection process may include a skills-based assessment and / or presentation. These may be used as another stage in the shortlisting process or as part of the interview.

All selection processes will include an interview for those shortlisted candidates in order to establish the most suitable candidate for the position. Interview questions will be provided to candidates for ten minutes prior to entering the interview.

All applicants who meet and exceed the pass mark for interview will be deemed suitable for employment and will be held on a reserve list.

Interviews will focus on the applicant's experience and competencies for the role. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your experience, skills and abilities. You may draw examples from any area of your work / life experiences.

All appointments are subject to receipt of satisfactory employment references, personal identification verifying an individual's right to work in the UK and copies of all examination certificates. Specified positions may also be subject to the completion of Access NI checks and medical examinations.