|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | | | |
| Address |  | | | | | | | | | |
| Post Code |  | | | | | | | | | |
| Telephone | Home | |  | | | Work | |  | | |
| Mobile | Personal | |  | | | Work | |  | | |
| Email | Personal | |  | | | Work | |  | | |
| Preferred contact method | | |  | | | | | | | |
|  | | | | | | | | | | |
| Please indicate your reason for applying to become a Director at Rotherham Rise. Please state interest, previous experience – paid or unpaid, skills or knowledge that you feel will contribute to the management of the organisation. (*Box will expand or use additional sheets)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Rotherham Rise requires the following mix of skills on the board in order to fulfil its financial and legal responsibilities. Please indicate whether you have no knowledge, basic knowledge or significant (working) knowledge in each area. If you have additional skills which you think may be useful to the board please indicate them below. | | | | | | | | | | |
| SKILL | | | | **No knowledge** | | | **Basic Knowledge** | | | **Experienced** |
| Financial management | | | |  | | |  | | |  |
| Business management | | | |  | | |  | | |  |
| Legal experience | | | |  | | |  | | |  |
| HR knowledge | | | |  | | |  | | |  |
| Knowledge of health & social care sector | | | |  | | |  | | |  |
| Charity Fundraising | | | |  | | |  | | |  |
| Commissioning | | | |  | | |  | | |  |
| Contract management | | | |  | | |  | | |  |
| Service user perspective | | | |  | | |  | | |  |
| Promotion and marketing | | | |  | | |  | | |  |
| Safeguarding | | | |  | | |  | | |  |
| Commitment to the rights of women | | | |  | | |  | | |  |
| Health & Safety | | | |  | | |  | | |  |
| Housing Management | | | |  | | |  | | |  |
| Partnership working | | | |  | | |  | | |  |
| Other – please state | | | |  | | |  | | |  |
|  | | | |  | | |  | | |  |
| Safe Recruitment | | | | | | | | | | |
| In order to ensure the continued safety of our service users and the robust management of the organisation, we require our Directors to complete a DBS disclosure (formerly CRB) prior to joining our board.  This position allows access to vulnerable children and adults. Rotherham Rise has a duty to ensure the suitability of its employees and volunteers to work with this client group; therefore references will be requested before appointment.  You will be required to confirm that you have permission to share their data with Rotherham Rise if successful. | | | | | | | | | | |
| Please confirm the following –  If appointed - | | | | | | | | | | |
| I am willing to attend Regular Board Meetings | | | | | | | | | | YES / NO |
| I am willing to provide references as requested and complete a DBS | | | | | | | | | | YES / NO |
| I will maintain the confidentiality of the refuge service and all aspects of the charity | | | | | | | | | | YES / NO |
| I understand and am willing to accept my responsibility for the overall financial and strategic management of the charity. | | | | | | | | | | YES / NO |
| I will ensure I maintain an up-to-date knowledge of the wider health & social care sector and how any changes will impact on the charity. | | | | | | | | | | YES / NO |
| I will ensure I keep up-to-date with policy development and decisions made by the board and be prepared for attending meetings. | | | | | | | | | | YES / NO |
| Have you or any business in which you are/were a director been declared bankrupt? | | | | | | | | | | YES/NO |
| |  |  | | --- | --- | | Have you ever been removed from the board of any other organisation, or banned from operating as a director? | YES / NO | | | | | | | | | | | YES/NO |
| Signed | |  | | | **Date** | | | |  | |
| Please return this form to enquiries@rotherhamrise.org.uk or by post to -  Rotherham Rise  PO Box 769  Rotherham  S60 9JJ  Suitable applicants will be invited to meet with the CEO and Board prior to appointment.  For further information or to discuss any aspect of this application please contact -  Sue Wynne on 0330 2020 571 or using the email above. | | | | | | | | | | |

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| **PRIVACY NOTICE** |
| **Rotherham Rise**  PO BOX 769, Rotherham, S60 9JJ  DPO NAME AND CONTACT DETAILS; Stacey Oliver 03302020571 ext. 118 |
| **What data do we need to process?** |
| * Personal information including career history, qualifications, skills and competencies * Personal contact details such as name, address, and email address telephone number * Sensitive personal data such as ethnic background, age, gender etc. may be collected as part of our recruitment data on the standard application form |
| **Why do we need to process this data?** |
| * The personal information on career history, skills and qualifications will be used to assess your suitability for role advertised, to ensure a fair process and to provide feedback to candidates * Contact details are used so that we can make contact with you and communicate with you through the recruitment and selection process * Data for successful applicants will be needed to begin suitability checks * Sensitive personal data will be anonymised and not used as part of the selection process but may be used to monitor recruitment trends and efficiency |
| **What will we do with it?** |
| * Your data will be reviewed by the recruiting manager and stored securely in appropriate recruitment files * Your data will be shared with other managers involved in the recruitment process * Your data may be shared with our external HR provider who is compliant with the GDPR |
| **How long will we keep it?** |
| * Data on unsuccessful applicants will be kept for up to 6 months after the recruitment campaign * Data on successful applicants will be kept for the duration of the volunteer role and for 6 years thereafter |
| **What are your rights?** |
| You do not have to provide this personal data to us but if you do not then we will not be able to consider your application as part of a fair, non-discriminatory and legally compliant process  If you have a question or concern about the way your data is being processed you should contact Stacey Oliver 0330 2020 571 ext.118 in the first instance. |