



NIRN
Rethink - Reuse - Repair

Board Recruitment Information Pack October 2021

Welcome from Eimear Montague — Project Manager

NIRN

Rethink - Reuse - Repair

Welcome to Northern Ireland Resources Network (NIRN) and thank you for your interest in learning more about joining NIRN as a board member.

Our focus and passion is Rethink, Reuse and Repair.

We ensure Rethink, Reuse and Repair are at the heart of the Circular Economy, and UK strategy aimed at maintaining the value of products, materials and resources within the economy for as long as possible, and to minimise the generation of waste. It is an opportunity to do more with less, better use available resources and reduce waste in the first place while promoting new forms of employment and tackling inequality.

Never before has the need for Northern Ireland Resources Network been greater. We are at an exciting time in our development as an organisation and are now seeking board members who have tenacity, energy and enthusiasm to assist us in scaling the impact of NIRN. We are seeking board members with the following qualities:

- An interest in sustainable and environmental issues
- Have positive outlook and attitude
- A willingness to learn and share their knowledge
- Be approachable to all stakeholders
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I invite you to read more about NIRN and how to join our board. If you would like to join us please send in your CV to info@viablecs.org by Friday 12th November 2021 with a covering letter listing the relevant skills that you can bring to NIRN.



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Welcome to Northern Ireland Resources Network

Northern Ireland Resources Network (NIRN) is a representative body of organisations whose vision is to promote sustainable reuse and repair as a practical and effective way of tackling Northern Ireland's waste generation and support the development of the Circular Economy.

NIRN is composed of local authorities and social value organisations, including social enterprise and community organisations, who have clear social purposes and deliver positive impacts in the community.

Our key aims are :

Support our members to grow by

- Developing a dynamic network fostering knowledge sharing and collaboration
- Strengthening members through training and promoting funding and business opportunities
- Representing members and the network at local, national and international level

Mainstreaming Reuse and Repair Sector

- Marketing and communications campaign to raise the profile of reuse and repair
- Advocating action to drive behavioral change
- Developing and promoting policy which supports members and their activity
- Engaging with funders
- Supporting research to overcome barriers

Building Capacity for NIRN

- Facilitate the growth of the network
- Build internal capacity through good governance and developing our funding strategy
- Ensure long term sustainability of the network



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The Role of the Board

The NIRN Board is a group of people responsible for the long-term direction and guidance of the organisation. Each Board Member, has a legal duty to act in good faith in the pursuit of the best interests and purposes of NI Resources Network and to direct, not manage the organisation.

Board members have a responsibility to ensure there is a strategic plan, and approve it, but it is the role of the employees and volunteers of NIRN, to implement the operational plan to meet these strategic goals. In directing NIRN, the Board needs appropriate skills as well as knowledge and understanding of the rights and preferences of NIRN's beneficiaries, customers and other stakeholders.

The Board members of NIRN, individually and collectively, have legal responsibility for governing the organisation.

Regardless of their title or appointment, each member has an equal duty to care for and work in the best interests of NIRN. Internally, the Board is responsible for the overall direction and supervision of NIRN, and externally, the Board is responsible for:

- Ensuring compliance with laws and regulations (Companies House and HMRC).
- Accountability to funders, other stakeholders and the wider community

NIRN are inviting potential board members to apply and in particular with the following skills:

- Marketing and Social Media
- Policy
- Finance & Accounting
- Fundraising

Our board members will have:

- An interest in sustainable and environmental issues
- Have positive outlook and attitude
- Willingness to learn and share their knowledge
- Be approachable by all stakeholders



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Role Description: Board Member

Board Member Role Purpose:

- To promote the community benefit purposes, mission, vision and values of NIRN.
- To take part in formulating and monitoring progress against the strategic aims of NIRN.
- Work with other Board members to ensure that the policy and practices of NIRN are in keeping with its mission, values and vision.
- Work with other Board members to ensure that the organisation functions within the legal and financial requirements of a community benefit organisation and strives to achieve best practice.
- Each Board member works with the Chair/Company Secretary individually, to identify any skills training and learning needs of the Board member, and takes responsibility for rectifying any knowledge deficits, with support of the Board.

Board Member Role Main Duties and Responsibilities

1. Formulating Strategic Aims:

- Consider NIRN as a whole: our beneficiaries, other stakeholders, customers and networks, whether as a member of the Board, or any of its committees, sub committees or groups.
- Reflect NIRN Vision and Values, strategy and major policies when appropriate.
- Contribute specific skills, interests, contacts, networks and support and promote NIRN in appropriate activities

2. Ensuring Policies, Practices and Projects, are in keeping with NIRN's values, mission and community benefit purposes:

- Ensure own familiarity and confidence in talking with others outside the organisation, about NIRN 's purposes, mission and values.
- Serving responsibly by attending meetings as a well informed, interested and supportive Board member.
- Attending Board meetings as regularly as possible.
- Calling the Annual General Meeting for NIRN, and ensuring elections to officer roles and to the Board itself, are held as required.
- Have read and understood NIRN's Articles of Association, particularly sections relating to the roles and responsibilities of Board members
- Have read and understood the Charity Commission NI document 'Running Your Charity', and all guidance for Board Members particularly, the Good Governance Guide, 2012
- Attend Governance Training for Board members, as and when required, and directed by the Board Chair.
- Enter into legal undertakings on behalf of NIRN and ensure that legal obligations are met.
- Accept personal responsibility for keeping up to date with mandatory training required by Articles of Association, funders requirements and local government and statutory services mandatory training requirements, including Access NI checks if necessary.



Role Description: Board Member

3. Ensuring Best Practice in Board Functions

- Commitment to attend and participate in Board meetings. If absence is unavoidable, ensure absent member takes responsibility for communicating with present Board members about what happened at the missed meeting. Virtual or teleconference attendance at meetings is an available option for Board members, with appropriate notice to the Chair.
- Maintain good relations with staff, volunteers, other Board members and be willing to be visible to beneficiaries and customers, as a Board member.
- Make your level of delegated authority clear to management and volunteers.
- Read all materials prior to meetings, submitting questions or items for the agenda, in good time prior to the meeting.
- Understand all information provided to the Board and always seek clarification if unsure.· Read all Board papers carefully.
- Read all minutes before agreeing, and ensure they accurately reflect proceedings.
- Voice your concerns and ensure minutes are taken.
- Avail of NIRN training and ensure all Board members, staff and volunteers are also aware of this policy, and can avail of training in it's implementation and use.
- Declare conflicts of interest and refrain from further involvement in discussion.· Use financial information in making key decisions.
- Observe confidentiality at all times. Voice concerns immediately to the Chair, about any potential breaches of data protection or confidentiality.
- Take part in all training sessions provided for the benefit of Board members.· Be willing to support staff and volunteers at public events, meetings, consultations with customers, beneficiaries and stakeholders, ensuring visibility of the Boards support at all levels of NIRN work.
- Provide feedback to the Chair on the effectiveness of meetings and how the governance of NIRN could be improved.
- Act as effective external Ambassador for NIRN at all times, or when required.

4. Establish and promote NIRN's Mission, Vision and Values:

- Determine the vision and mission to guide and set the pace for it's current operations and future development
- Determine the values to be promoted
- Determine and review goals.

5. Set Strategy and Structure

- Review and evaluate present and future opportunities, threats and risks in the external environment, and current and future strengths, weaknesses and risks.
- Contribute to as many as possible of the work plans of NIRN's Boards Sub Committees.
- Determine strategic options, select those to be pursued, and decide the means to implement and support them.
- Determine the business strategies and plans that underpin the corporate strategy.
- Ensure that the organisational structure and capability are appropriate for implementing the chosen strategies.



Role Description: Board Member

6. Delegate to Management

- Delegate authority to the Director, to manage NIRN, and monitor and evaluate the implementation of policies, strategies and business plans
- Determine monitoring criteria to be used by the Board.
- Ensure that internal controls are effective.
- Communicate effectively with Senior Management, and in particular during the strategic planning period.

7. Exercise Accountability and be Responsible to Relevant Stakeholders

- Ensure that communications both to and from NIRN membership and other stakeholders and customers are effective.
- Understand and take into account the interests of all relevant stakeholders, particularly beneficiaries and members.
- Monitor relations with all stakeholder groups by gathering and evaluation of appropriate information.
- Promote the goodwill and support of all stakeholders



Recruitment Process & Guidance

Time Commitments

- The Board meet bi-monthly with board papers circulated one week in advance.
- Other special projects may occur throughout the year that may require your skills and expertise over and above this time.

Skills

NIRN are inviting potential board members to apply and in particular with the following skills:

- Marketing and Social Media
- Policy
- Finance & Accounting
- Fundraising

Board Membership is for 2 years. At the end of 2 years if you do wish to continue on the board, you will need to resubmit your nomination.

Interested candidates should send in their CV with a covering letter detailing their experience and how they can add value to the mission and vision of NIRN.

- Please send all correspondence to info@viablecs.org by applications is Friday 19 November.
- Interviews will be held week commencing 22nd November 2021, and so applicants must have availability for that week.

Thank you for your interest in NIRN and we look forward to hearing from you.



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Privacy Notice

1. Introduction

Northern Ireland Resources Network is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

2. Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

3. Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses.
- Date of birth.
- Identification documentation -Copy of driving licence, passport etc
- References and other information included in or cover letter or as part of the application process.
- Information from interviews we may have

4. Collection of Data

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews.

Personal Data is kept in personnel files or within NIRN HR and IT systems.

5. Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- To process your application
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

6. Purpose for using your personal data

We may process your data for the following purposes:

- Making a decision about your appointment.

7. New purpose for using personal data?

- We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.



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8. Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

9. Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

10. International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

11. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

12. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

13. Your Rights

As a data subject you have the following rights:

- The right to be informed
- The right of access to make a subject access request – you can request a copy of the personal data we hold about you
- The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
- The right to erasure – you can ask that your personal data is erased
- The right to restrict processing – tell us to stop using information about you to sell products or services
- The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
- The right to object - you can tell us you longer would like us to process your data and to stop processing.
- Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

You have the right to complain about how we treat your Personal Data and Special Personal Data to Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

14. Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

15. Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.



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