

30 May 2025

Dear Applicant

**Membership of the Board of Forth Valley College of Further and Higher Education**

Thank you for your interest in serving on the Board of Forth Valley College.

Information on the appointments process and on the skills, knowledge and experience that the College is looking for in prospective Board Members is attached. We have also provided more detailed background information on the College’s Strategy, governance arrangements and so on that I hope you find interesting and helpful.

If you are interested in pursuing your application, we would be delighted to hear from you. The following pages outline the application process for prospective members.

Your application should be submitted by **Friday 13 June 2025**.

If you need any help in completing the application process, please do not hesitate to contact Stephen Jarvie [stephen.jarvie@forthvalley.ac.uk](mailto:alison.stewart@forthvalley.ac.uk)

Forth Valley College is a vibrant, forward looking and successful College. The Board plays a crucial role in the College’s success and we welcome and appreciate your interest in participating in the valuable and interesting work that we do.

Yours sincerely

Dr. Abhi Agarwal

Chair

**Annex A Guidance Notes for Applicants**

**Person Specification & Appointment Details**

A successful Board is reliant upon the mix of skills and experience that members can bring to the table. An effective Board also reflects the diversity within the area it serves, in this case the Forth Valley area.

Under the Gender Representation on Public Boards (Scotland) Act 2018, the Scottish Government requires public bodies such as the College to have a 50:50 gender balance.

At this time, while welcoming and considering all applications, the College would particularly welcome applications from female candidates as well as all candidates from ethnic minority groups or who have a disability.

**Skills, Knowledge and Experience**

The College Sector Board Appointments: 2014 Ministerial Guidance states the skills, knowledge, experience and attributes required of board members. The Guidance is available on line at <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2014/08/college-board-appointments-guidance/documents/college-sector-board-appointments-ministerial-guidance-pdf/college-sector-board-appointments-ministerial-guidance-pdf/govscot%3Adocument/College%2Bsector%2Bboard%2Bappointments%2B-%2Bministerial%2Bguidance.pdf>. Please note that Forth Valley College is considered a Regional College Board under Scottish legislation and the above guidance.

Under the guidance, a regional college board should aim to have a membership:

1. with diverse skills, knowledge and experience which taken together reflects the current and future needs of the board and which supports it to meet its responsibilities for effective governance as outlined in the Code of College Governance, the key principles of which are; Leadership and Strategy, Quality of the Student Experience, Accountability, Effectiveness, Relationships and Collaboration
2. which, as far as possible, reflects the diversity of the people in the region and comprises at least 40% men and 40% women.

In appointing a person as a non-executive member, the board should also seek to appoint someone who:

1. can be expected to adhere to the Nine Principles of Public Life and act at all times in good faith and in the best interests of learners. The nine principles are: selflessness, integrity, objectivity, accountability, openness, honesty, leadership, public service and respect. More information on these public appointment principles are available at <https://www.forthvalley.ac.uk/media/qrwnvpqc/code-of-conduct-for-members-of-forth-valley-college.pdf> Page 4 and 5
2. has significant experience or knowledge of:

* further, higher or senior secondary education or the college student experience; or
* industry, commerce, finance, the Third Sector, public service or trade unions; or
* the region (or a part of it) and its relevant needs

1. has such other skills, knowledge, experience or attributes as the board considers relevant to ensure effective corporate governance and the proper exercise of its functions.

Of particular interest would be individuals with the following skills and experience at management level –

* Qualified Accountant (CA/ACCA/CIMA/CIPFA or equivalent)
* Digital transformation in large organisations
* HR/Organisational Transformation
* A senior leader from industry within the Forth Valley Region

**Term of Appointment**

If appointed, you will be appointed for a term of up to four years. After this period, should you wish, you are able to re-apply for a further term of service. Such reappointment will be subject to your performance on the Board to date and also in reflection of the skills requirements of the Board at the time of re-applying.

**Induction and Training**

If appointed as a member of the Board of Management, you will be provided with a comprehensive induction programme to develop your understanding of the College. During your appointment, you will also have the opportunity to participate in additional training to enhance your skills and knowledge.

**Time Commitment**

Different members have differing levels of involvement at the Board. At a minimum, you would be expected to attend five Board meetings per year (including a strategic day) and meetings of one committee (committees can meet between 2 and 4 times per year dependent on their remit). Each meeting usually commences at 4.30pm and can last for 2 to 3 hours.

Meetings can occur at any one of our three campuses in Alloa, Falkirk or Stirling or virtually.

**Remuneration**

Service on the Board is not remunerated. You will however be able to reclaim reasonable expenses (i.e. travel) for your participation in Board activity. Should you have childcare or carer commitments, the College will also reimburse you for reasonable expenses associated with alternative care arrangements.

**Application Process**

If you are in interested in joining the Board, we would be grateful if you could submit:

* A cover letter outlining why you would like to serve on the Board and your availability for interview (see below for dates)
* A brief 2 page cv
* A completed skills self-assessment form - see annex B. This information will be used to identify what skills each applicant will bring to the Board and allow for an assessment of the overall skills of the Board
* A completed ‘Fit and Proper Persons’. See annex C.
* A completed equalities monitoring form. See annex D (This will not be passed to the Nomination Committee or form part of their decision making)

If you have any queries or if you need any assistance in completing the application please contact Stephen Jarvie [stephen.jarvie@forthvalley.ac.uk](mailto:alison.stewart@forthvalley.ac.uk)

If you would like to submit your application in a different format; the College is able to support reasonable adjustments.

Completed applications can be submitted by email to: [governance@forthvalley.ac.uk](mailto:governance@forthvalley.ac.uk)

Or by post to:

Stephen Jarvie

Corporate Governance & Planning Officer

Forth Valley College of Further and Higher Education Grangemouth Road,

Falkirk

FK2 9AD

Please ensure you submit your application in time to reach the College before the deadline date of 13 June 2025 as late applications cannot be accepted.

**The Interview and Appointment Process**

Your application (minus monitoring form) will be considered by the Nominations Committee of the Board of Management who will review the information you have provided against the person specification and the overall skills matrix for the Board. A short list will be prepared following this and those who are selected for interview will be contacted no later than 23 June 2025.

Interviews will take place on 3 July 2025. Applicants who are not selected for interview will be notified.

Interviews will be conducted by members of the Nominations Committee and an independent member.

Other College staff, including the Forth Valley Student Association President, may attend the interviews as observers.

The interviews will take place at our Falkirk campus. <https://www.forthvalley.ac.uk/getting-here>

The interview will last approximately 30 minutes and members of the Nomination Committee will:

* Discuss the role of a Board Member and the code of conduct of the Board
* Discuss the anticipated time commitment of Board Members
* Ask questions based upon the information you provided in your application to verify the information provided and explore the skills and experience you bring to the Board
* Provide an opportunity for you to ask any questions you may have about the College or service on the Board

Following the deliberations of the Nominations Committee, the Chair is required to submit the list of nominations to the Cabinet Secretary for Education and Skills for final approval. Please be aware that the Ministerial review process can take some time and the College is embargoed from contacting any interviewees, regardless of whether the Nomination Committee recommend them for appointment or not until after confirmation is received.

The planned timeline is as follows:

|  |  |
| --- | --- |
| Stage | Timescale |
| Closing date for applicants | 13 June 2025 |
| Shortlisting | 19 June 2025 |
| Correspondence with all applicants | 23 June 2025 |
| Interview Date | 3 July 2025 |
| Recommendations to Scottish Ministers for approval | 14 July 2025 |
| Anticipated response from Scottish Ministers | 1 September 2025 |
| Confirmation of appointment sent to interviewees | Within 1 week of securing Ministerial Approval |
| First Board meeting | Thursday 26 September (Evening) and Friday 27 September (Morning). This includes a strategic session |

To find out more about Forth Valley College, please refer to the following key documents:

* Strategic Plan 2025-2030 - <https://www.forthvalley.ac.uk/media/tu1bsvor/cm1645-strategic-plan-v25_website.pdf>
* Student Learning Experience Strategy 2025-2030 <https://www.forthvalley.ac.uk/media/jpnhohu4/cm1421-student-learning-experience-strategy-25_30.pdf>

And for general information, please visit the College website at [www.forthvalley.ac.uk](http://www.forthvalley.ac.uk)

General information on the college sector in Scotland can be found at the Colleges Scotland website - <https://collegesscotland.ac.uk/>

30 May 2025

**Annex B**

**Application for Appointment – Confidential**

Please complete the form and return to the Executive Office, Forth Valley College, Grangemouth Road, Falkirk, FK2 9AD or electronically to [governance@forthvalley.ac.uk](mailto:governance@forthvalley.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **POST APPLIED FOR:** | **Board of Management** | **POST REFERENCE:** | **BOM May 2025** |

|  |  |
| --- | --- |
| **PLEASE STATE SOURCE FROM WHICH YOU BECAME AWARE OF THIS VACANCY:** |  |

|  |  |
| --- | --- |
| **SURNAME** | **INITIALS:**  **TITLE:** |
| **ADDRESS**  **POSTCODE** | **HOME TEL:** |
| **WORK TEL:**  **(If convenient)** |
| **MOBILE** |
| **EMAIL:** |
| **PVG Ref No. :**  **(If Available)** |
| **FOR OFFICE USE ONLY**  **Date Received**  **Shortlist Yes/No**  **Interview Yes/No**  **Offer of Appointment \_\_/\_\_/\_\_\_\_** | |

**Skills Matrix**

To ensure the Board has the necessary mix of skills and experience to support effective governance, it is important to gauge the skills you would bring to the Board and any relevant committees. **We would not expect candidates to be strong in all areas and are seeking a broad mix of skills.**

Please complete the Skills Matrix below and where you have indicated strong/good skills provide information which demonstrates the necessary skills and experience.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Governance | Strong  skills | Good skills | Average skills | Limited skills | N/A |
| Experience as a non-executive director/Board Member |  |  |  |  |  |
| Chairing Board/Committee meetings |  |  |  |  |  |
| Management experience in a commercial business |  |  |  |  |  |
| Management experience in public sector |  |  |  |  |  |
| Knowledge of local and national economic development |  |  |  |  |  |
| Representing or serving local community groups |  |  |  |  |  |
| Relevant experience: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Audit Committee | Strong  skills | Good skills | Average skills | Limited skills | N/A |
| Experience of audit activity |  |  |  |  |  |
| Legal |  |  |  |  |  |
| Risk management/mitigation |  |  |  |  |  |
| Quality management or business systems |  |  |  |  |  |
| Relevant experience: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Finance, Resource & Infrastructure Committee | Strong  skills | Good skills | Average skills | Limited skills | N/A |
| Accountancy |  |  |  |  |  |
| Business planning and Financial Management |  |  |  |  |  |
| Procurement |  |  |  |  |  |
| Estates Management and Sustainability |  |  |  |  |  |
| Health and Safety |  |  |  |  |  |
| Human resources and organisational development (CPD) |  |  |  |  |  |
| Knowledge and understanding of equalities |  |  |  |  |  |
| Working with Trade Unions |  |  |  |  |  |
| Relevant experience: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learning & Student Experience Committee | Strong  skills | Good skills | Average skills | Limited skills | N/A |
| Working with students at any level of education |  |  |  |  |  |
| Experience with Forth Valley College specialisms |  |  |  |  |  |
| International |  |  |  |  |  |
| Customer services |  |  |  |  |  |
| Knowledge and understanding of sustainable developments |  |  |  |  |  |
| Performance Management |  |  |  |  |  |
| Digitisation and System Development |  |  |  |  |  |
| Relevant experience: | | | | | |

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| --- |
| Career History |
| Please provide a short (no more than 2 pages) or career history outlining dates and descriptions of positions held. Please remember to only include your initials and surname on this document. |

**Guaranteed Interview Scheme**

In order to encourage people with disabilities to consider working for us, the College has adopted the “Positive About Disabled People” symbol.

This means that all applicants with a disability who meet **the essential criteria** for the post will be guaranteed an interview and will be considered on their abilities. It is not necessary to be registered as disabled with the Employment Service.

Those with disabilities have two options when applying for a position with us:

* complete and submit an application without identifying themselves as having a disability;
* ask to be included in the Guaranteed Interview Scheme by ticking the box below.

Please tick if you want your application to be processed on the basis of the Guaranteed Interview scheme.

|  |
| --- |
| Declaration |
| * I certify that all the information contained in this form is true and correct to the best of my knowledge.   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_  (Initials and Surname Only) |

**Annex C Fit and Proper Person Proforma**

Board of Management “Fit and

As a registered charity and in accordance with the Finance Act 2010, Forth Valley College is required to ascertain that members of the Board of Management are “Fit and Proper Persons” to undertake their role.

Declaration

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role in the organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, declare that:

• I am not disqualified from acting as a charity trustee

• I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)

• I have not been involved in tax fraud

• I am not an undischarged bankrupt

• I have not made compositions or arrangements with my creditors from which I have not been discharged

• I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity

• I have not been disqualified from serving as a Company Director

• I will at all times seek to ensure the charity’s funds, and charity tax reliefs received by this organisation, are used only for charitable purposes

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous address if moved in past 12 Months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Identity Card Number (If you have one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have signed this declaration but want to make any information known or Clarify any points please add them in the space below.

|  |
| --- |
|  |

**Annex D Equal Opportunities Questionnaire**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Age** | | | |
| What is your date of birth? (DD/MM/YYYY) |  | Prefer not to say |  |

|  |  |
| --- | --- |
| **Disability** | |
| Do you have an impairment, health condition or learning difference?  (This information will help us provide an inclusive environment for employees, by identifying and removing barriers in our practices) | |
|  | Prefer not to say |
|  | No |
| Yes, please specify:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Deaf or hearing impairment  If yes, are you a British Sign Language User?   |  |  | | --- | --- | |  | Yes | |  | No | |  | Prefer not to say | | |  | Blind or Visual Impairment not corrected by glasses | |  | Learning Difficulty (for example, Down’s Syndrome) | |  | Specific Learning Difficulty (for example, Dyslexia) | |  | Development Condition or Social/communication Impairment (e.g. Autism) | |  | Physical Impairment or mobility difficulty | |  | Mental Health Difficulty | |  | Long term Illness | |  | Other (Please specify): | | |

|  |  |
| --- | --- |
| **Race (1): Your Ethnic Group** | |
| **Please choose ONE section from A to G, and then tick ONE box which best describes your ethnic group or background.** | |
|  | Prefer not to say |
| **A. White** | |
|  | Scottish |
|  | English |
|  | Northern Irish |
|  | Welsh |
|  | Irish |
|  | Gypsy / Traveller |
|  | Polish |
|  | Other (please specify) |
| **B. Mixed or Multiple Ethnic Groups** | |
|  | Any mixed or multiple ethnic groups (please specify) |
| **C. Asian, Asian Scottish or Asian British** | |
|  | Pakistani, Pakistani Scottish or Pakistani British |
|  | Indian, Indian Scottish or Indian British |
|  | Bangladeshi, Bangladeshi Scottish or Bangladeshi British |
|  | Chinese, Chinese Scottish or Chinese British |
|  | Other (please specify) |
| **D. African** | |
|  | African, African Scottish or African British |
|  | Other (please specify) |
| **E. Caribbean or Black** | |
|  | Caribbean, Caribbean Scottish or Caribbean British |
|  | Black, Black Scottish or Black British |
|  | Other (please specify) |
| **F. Other Ethnic Group** | |
|  | Arab, Arab Scottish or Arab British |
|  | Other (please specify) |
| **G. All Ethnic Groups** | |
|  | Other (please specify) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Race(2): Your Nationality** | | | |
|  | Afghanistan |  | Libya |
|  | Albania |  | Lithuania |
|  | Algeria |  | Macedonia |
|  | Argentina |  | Malawi |
|  | Australia |  | Malaysia |
|  | Austria |  | Maldive Islands |
|  | Bahrain |  | Malta |
|  | Bangladesh |  | Mauritius |
|  | Barbados |  | Mexico |
|  | Belgium |  | Morocco |
|  | Belorussia |  | Namibia |
|  | Bosnia And Herzegovina |  | Nepal |
|  | Botswana |  | Netherlands |
|  | Brazil |  | New Zealand |
|  | British Citizen |  | Nigeria |
|  | Brunei |  | Norway |
|  | Bulgaria |  | Pakistan |
|  | Burma |  | Peru |
|  | Canada |  | Philippines |
|  | Chile |  | Poland |
|  | China |  | Portugal |
|  | Colombia |  | Qatar |
|  | Congo |  | Republic Of Ireland |
|  | Costa Rica |  | Romania |
|  | Cyprus |  | Russia |
|  | Czech Republic |  | Rwanda |
|  | Denmark |  | Saudi Arabia |
|  | Dominican Republic |  | Sierra Leone |
|  | Ecuador |  | Slovakia |
|  | Egypt |  | Somalia |
|  | Eritrea |  | South Africa |
|  | Estonia |  | Spain |
|  | Ethiopia |  | Sri Lanka (Ceylon) |
|  | Fijian |  | St Vincent & The Grenadines |
|  | Finland |  | Sudan |
|  | France |  | Swaziland |
|  | Gambia |  | Sweden |
|  | Germany |  | Switzerland |
|  | Ghana |  | Syria |
|  | Greece |  | Taiwan |
|  | Honduras |  | Tajikistan |
|  | Hong Kong |  | Tanzania |
|  | Hungary |  | Thailand |
|  | India |  | Trinidad & Tobago |
|  | Indonesia |  | Tunisia |
|  | Iran |  | Turkey |
|  | Iraq |  | Uganda |
|  | Israel |  | Ukraine |
|  | Italy |  | United Arab Emirates |
|  | Jamaica |  | USA |
|  | Japan |  | Venezuela |
|  | Jordan |  | Vietnam |
|  | Kenya |  | Yemen |
|  | Korea |  | Yugoslavia, Serbia & Montenegro |
|  | Kuwait |  | Zambia |
|  | Latvia |  | Zimbabwe |
|  | Lebanon |  | Prefer not to say |
|  | Other (please specify): | | |

|  |  |
| --- | --- |
| **Your Religion or Belief** | |
|  | No religion |
|  | Buddhist |
|  | Christian: Church of Scotland |
|  | Christian: Protestant |
|  | Christian: Roman Catholic |
|  | Other Christian |
|  | Hindu |
|  | Jewish |
|  | Muslim |
|  | Sikh |
|  | Other (please specify): |
|  | Prefer not to say |

|  |  |
| --- | --- |
| **Sex and Gender Identity / Reassignment** | |
| **Which of the following describes how you think of yourself?** | |
|  | Male (including trans male) |
|  | Female (including trans female) |
|  | In another way (please specify) |
|  | Prefer not to say |
| **Is your current gender (or sex) the same as you were born with?** | |
|  | Yes |
|  | No |
|  | Prefer not to say |
| **Do you identify as being a transgender or trans person?** | |
|  | Yes |
|  | No |
|  | Prefer not to say |

|  |  |
| --- | --- |
| **Sexual Orientation** | |
|  | Bisexual |
|  | Gay Man |
|  | Gay Woman/Lesbian |
|  | Heterosexual/Straight |
|  | Not sure |
|  | Other (please specify): |
|  | Prefer not to say |

|  |  |
| --- | --- |
| **Marital Status** | |
|  | Married |
|  | Civil Partnership |
|  | Not Married or Civil Partnership |
|  | Other (please specify): |
|  | Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **Caring Responsibilities** | | |
| Are you a parent or legal guardian of any children aged 16 or younger? | | |
|  | Yes | |
|  | No | |
|  | Prefer not to say | |
| Do you have caring responsibilities for a disabled child aged 17 or younger? | | |
|  | | Yes |
|  | | No |
|  | | Prefer not to say |
| Are you the primary carer or assistant for an adult requiring additional care? | | |
|  | | Yes |
|  | | No |
|  | | Prefer not to say |