

Tourism Northern Ireland

Competition to appoint new Members

Frequently Asked Questions

I've seen Tourism NI described as a Non-Departmental Public Body (NDPB).

What is this?

An NDPB is a body established by statute to deliver a particular public service and which is overseen by a Board rather than Ministers. It employs its own staff and manages its own budget.

What does a Tourism NI Board Member do?

Members of the Board of TNI will contribute to the setting of strategic objectives, standards and values for the organisation and take corporate strategic decisions, within a policy framework set by Government.

How do I apply – can I apply online?

Simply download an information pack and complete the application form online via the DfE Public Appointments Unit (PAU) website under 'Current Vacancies' at [Department for the Economy - public appointments](https://www.economy-ni.gov.uk/public-appointments)

Alternatively, you can request a pack by email or in hardcopy from the DfE PAU at pau@economy-ni.gov.uk or telephone Yvonne Green on 028 9052 9282 (Text Relay: 18001 028 9052 9282).

Completed application forms can be posted or returned via email to pau@economy-ni.gov.uk

What is the closing date for applications?

The closing date **12:00 Noon (BST) on Friday 14 August 2026**. Late applications will not be accepted.

Do I need to complete all sections of the application form?

Yes - all sections of the application form must be completed to the best of your ability.

Applicants are expected to demonstrate their **personal** ability to meet the criteria by way of practical examples. The Selection Panel will reach a decision on whether you meet each of the criteria on the basis of the evidence you supply. It is not sufficient to simply list your duties and responsibilities.

The Panel will not make assumptions from the title of your post or the nature of the organisation, as to the skills and experience gained, so the onus is on the applicant to provide sufficiently detailed examples to demonstrate that they have the experience of putting into use the competences that are needed for the post.

Which essential criteria should I complete on the application form?

Candidates must complete the two Essential criteria and a choice of one of the three Specialist Skills criteria.

Essential Criteria

Criterion A: Corporate Governance

Criterion B: Thinking Strategically

Specialist Skills Criteria

Criterion C: Marketing Skills

Criterion D: Tourism Industry Experience

Criterion E: Financial Management and Commercial Experience

Can I send you my CV?

The public appointment process does not permit CVs as a form of application. You must complete the application form.

Do you require any professional/academic qualifications?

No specific academic qualifications are required for this appointment.

Am I too young/too old?

There are no restrictions based on age - DfE public appointments are open to all applicants on the basis of ability who are 18 years or older on the due date of commencement of Board membership.

How can I find out more about the public appointment process?

Please contact DfE PAU by email at pau@economy-ni.gov.uk or telephone Yvonne Green on 028 9052 9282 (Text Relay: 18001 028 9052 9282).

How can I find out more about the role?

Information on TNI is available on their website www.tourismni.com. For further information about the post, please contact Beverley Warnock by email at beverley.warnock@economy-ni.gov.uk

I am already working in the public sector – can I still apply?

Applicants who already work in the public sector need to be aware that: if appointed, they will be asked to obtain confirmation from their employer that any remuneration due and time worked for this position are truly additional to their existing job role and is not a duplication with salaried employment (unless allowed under the terms and conditions of employment). In the interests of minimising the potential for double paying to occur the Department reserves the right to contact your employer regarding your candidature.

As a former civil servant am I still eligible?

Former civil servants are subject to rules on the Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category who wish to apply should check their eligibility to do so with the HR Branch of their former Department.

I currently provide services to Tourism NI. Does this disqualify me from Board membership?

The Department must take account of actual, or perceived, conflicts of interest. Therefore applicants, in their application form, must disclose information or personal connections which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Conflicts of interest may not be a barrier to appointment but both real and perceived conflicts must be discussed with all candidates by the Selection Panel. This is to ensure that the public can have confidence in the Governing Body's independence and impartiality and the integrity of the potential appointees.

For further information please read the Commissioner for Public Appointments Northern Ireland (CPANI) leaflet

- [Guidance on Conflicts of Interest, Integrity and How to raise a complaint | The Commissioner for Public Appointments for Northern Ireland](#) (English)
- [Irish Version](#)

and the Annex attached to the Candidate Information Pack for further information on this subject.

Does an actual/perceived Conflict of Interest disqualify me from Board membership?

The Department must take account of actual, or perceived, conflicts of interest. Therefore applicants, in their application form, must disclose information or personal connections which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Conflicts of interest may not be a barrier to appointment but both real and perceived conflicts must be discussed with all candidates by the Selection Panel. This is to ensure that the public can have confidence in the Board's independence and impartiality and the integrity of the potential appointees. For further information please read Annex A of the Candidate Information Pack.

Right to work in the UK

DfE have no public appointments that are restricted to UK nationals only. However, there is a mandatory requirement to ensure that those appointed do not contravene immigration legislation.

- Republic of Ireland (RoI) citizens may be appointed to any post.
- Commonwealth citizens who have immigration status allowing them to work in the UK may be appointed to any post.
- There is an onus on non-UK and non-RoI citizens to provide proof of their right to work in the UK and an onus on the appointer to check that.

Therefore, it is the responsibility of the individual to provide evidence that they have the appropriate permission if being offered a post. The Department will check the individual's passport, share code or other documents to confirm if they can legally work in the UK.

How long will the selection process take?

The sift and short-listing process will take place in mid-September 2026. It is anticipated that interviews will take place on 14th, 19th, 20th, 26th & 27th October 2026. The outcome of the competition will be made known by early November 2026.

I am a disabled candidate - how do I get reasonable adjustments for my interview?

For this competition we are using the Guaranteed Interview Scheme (GIS), whereby we guarantee to interview any disabled applicant whose application meets or exceeds the minimum requirement for the post. Their application will not be subjected to any short-listing which may take place. The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage.

If called for interview and you have a disability requiring any reasonable adjustments or specific access needs please email DfE PAU at pau@economy-ni.gov.uk and we will be happy to discuss these with you.

If I am unsuccessful, can you give me feedback?

All those sifted out or short-listed out will be provided with feedback based on the agreed Panel's assessment of their application. If an applicant wishes to contest the decision not to short-list them for interview they should do so within 5 working days of receipt of their feedback letter. Further details about the process will be provided in the letter.

Are there any checks I need to go through before being appointed?

For the Department's consideration, applicants are asked to declare in the application form if they have been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978 or if any charges are outstanding.

Individuals who are disqualified from holding Company Directorship either through an Order or an Undertaking, who are bankrupt or who are the subject of a Bankruptcy Restrictions Order, are not eligible for consideration.

Before a decision is made on whom to appoint, a Company Director's disqualification check and a bankruptcy check will be carried out. In addition, a cross-departmental check will be carried out on the probity and performance of those candidates who currently hold or have held public appointment roles.

Will I get training?

Yes - New Board Members will be required to attend induction training and relevant training courses. All members of the Board are supported with additional development needs or training as necessary.

How do I find out about other public appointment opportunities?

Register with us at pau@economy-ni.gov.uk or telephone Yvonne Green on 028 90529282 (Text Relay: 18001 028 90529282). For a list of current

vacancies/competitions throughout the Northern Ireland Civil Service please visit
[Public appointment vacancies](#)