Llywodraeth Cymru
Welsh Government

Information Pack for Applicants

National Independent Safeguarding Board

Appointment of Members

Closing date: 01 December 2025

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Making an Application

Thank you for your interest in the appointment of **Member** to the **National Independent Safeguarding Board.**

The new **Member(s)** will **advise Welsh Ministers on safeguarding people in Wales.**

Key facts about the role

Location:	For discussion / agreement between current and new Members. Meetings largely taking place via MS Teams or in Cardiff at present.
Time commitment:	2 days per month
Tenure of office:	Initial appointment of 3 years
Remuneration:	£198.00 per day plus travel and other reasonable expenses within reasonable limits.

The attached Annexes provide detail on the role of the **Member** and the person specification, the role and responsibilities of the **National Independent Safeguarding Board** and the selection process.

To make an application, please visit the Welsh Government vacancies page.

https://cais.tal.net/vx/lang-en-GB/mobile-0/appcentre-4/brand-7/xf-509f77e961d6/candidate/jobboard/vacancy/6/adv/

To apply for this role, click on the vacancy and click on 'apply' at the bottom left-hand corner. The first time you apply for a post, you will need to register on the Welsh Government online application system. You will only need to register once, after which you can track the progress of your current application, and any future applications via your online registered account.

When you have completed registration, you will be able to access the application form. To apply, you will need to upload a personal statement and CV with your online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is your choice. You should, however, aim to provide detailed examples demonstrating how your knowledge and experience match each of the criteria, and your role in achieving a specific result.

It will benefit the selection panel if you can be clear in which particular evidence relates to the criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to no more than 2 (two) pages. Your application may be rejected if you exceed this limit.

CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Indicative timetable

Closing date	16:00 - 20 November 2025
Shortlisting	W/C 26 November 2025
Interviews	W/C 15 December 2025

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society, people from all walks of life, to help them understand people's needs and to make better decisions. This is why the Welsh Government encourages applications from a wide and diverse audience.

Applications are particularly welcomed from all under-represented groups, including:

- Women
- People under 30 years of age
- People from diverse ethnic communities
- Disabled people
- Members of the LGBTQ+ community

Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions, or who use British Sign Language (BSL).

We are committed to removing barriers so all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability "a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day-to-day activities".

We guarantee to interview anyone who is disabled, whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as 'essential'.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact Emma Logan via email at Emma.Logan@gov.wales to let them know.

If you have an impairment or health condition or use BSL and need to discuss reasonable adjustments for any part of this recruitment process, please contact Emma Logan as soon as possible to discuss your requirements and any questions you may have.

Welsh Language

The ability to communicate through the medium of Welsh is essential.

Understanding: Can understand all work-related conversations

Reading: Can read most work-related material

Speaking: Can converse in most work-related conversations

Writing: Can prepare most written work in Welsh

Contacts

For further information regarding the selection process, please contact:

Public Appointments Team

Email: publicappointments@gov.wales

For further information regarding the role of the **National Independent Safeguarding Board** and the role of **Member** please contact

Emma Logan

Email: Emma.Logan@gov.wales

Should you need any further assistance with applying for this role, please contact publicappointments@gov.wales

For further information about Public Appointments in Wales, please visit www.gov.wales/public-appointments

Annex A

Appointment of a Member of the National Independent Safeguarding Board

Role description and person specification

Background

The National Independent Safeguarding Board ('the National Board') is established under Part 7 of the Social Services and Well-being (Wales) Act 2014.

The Board's duties are:

a) To provide support and advice to Safeguarding Boards with a view to ensuring that they are effective.

b) To report on the adequacy and effectiveness of arrangements to safeguarding children and adults in Wales.

c) To make recommendations to the Welsh Ministers as to how those arrangements could be improved.

Role

The National Board is an advisory body that advises Welsh Ministers on safeguarding people in Wales. It works alongside both regional Safeguarding Adults Boards and Safeguarding Children Boards to secure improvements in safeguarding policy and practice throughout Wales.

Role Description

Members will be appointed for their expertise in safeguarding, protection and related matters and will have the experience suitable to undertake the National Independent Safeguarding Board's duties. Members are appointed by Welsh Ministers through a public appointments exercise.

Person Specification

The Welsh Ministers are seeking to appoint individuals who can demonstrate the following:

Analysis and interpretation

- the ability to analyse and interpret complex data to monitor performance levels and against agreed objectives.

Communication and influencing skills

- an ability to offer constructive challenge;
- a collaborative approach to the work of the Board;
- good listening skills and solid, well-developed instincts;
- a commitment to maximise the National Board's contribution to improve the safeguarding environment in Wales.

Advice and Guidance

- an awareness of the policy framework and the safeguarding environment
- the ability to contribute to policy advice and guidance;
- the ability to contribute to the production of workable recommendations;
- the ability to be firm advocates of adult and child protection and to draw on personal experience of safeguarding issues.

High standards of corporate and personal conduct

- a strong commitment to equal opportunities and an understanding of public service values.

In addition, individuals will be expected to demonstrate one or more of the following:

- a proven track record of success or achievement in the public, voluntary or private sectors;
- direct experience of working with vulnerable adults in a safeguarding environment;
- direct experience of working with children in a safeguarding environment.

We particularly welcome applications from women, disabled people and individuals with an ethnic minority background.

Key facts about the post

Location:	For discussion between current and new Members. Meetings largely taking place via MS Teams or in Cardiff at present.
Time Commitment:	2 / 3 days per month
Tenure of office:	Initial appointment of 3 years
Remuneration:	£198.00 per day plus travel and other reasonable expenses within reasonable limits.

Eligibility

Applicants should be persons who conduct themselves at all times in a manner, which will maintain public confidence.

A Minister of the Crown may not be a member of the National Independent Safeguarding Board.

A member of the National Board will not normally also be a member of a Safeguarding Children Board or a Safeguarding Adults Board.

Applicants should also note that being a member of NISB is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.]
http://www.legislation.gov.uk/uksi/2015/1536/contents/made

If you are successful, you will receive a letter from the Deputy Minister for Children and Social Services appointing you a Member of the National Independent Safeguarding Board, which will confirm the terms on which the appointment is offered. Your appointment will be subject to a reference check undertaken by the Welsh Government's Public Bodies Unit and to a DBS check undertaken by the Welsh Government Corporate Shared Services Centre.

Conflict of Interests

When applying you will be asked to declare any private interests, which may, or may be perceived to, conflict with the role and responsibilities as Chair / Member of the

National Independent Safeguarding Board including any business interests and positions of authority outside of the role in the National Independent Safeguarding Board.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register, which is available to the public.

Due Diligence

The Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies

Annex B

The role and responsibilities of National Independent Safeguarding Board

Background

The National Independent Safeguarding Board ('the National Board') is established under Part 7 of the Social Services and Well-being (Wales) Act 2014.

The Board's duties are:

a) To provide support and advice to Safeguarding Boards with a view to ensuring that they are effective.

b) To report on the adequacy and effectiveness of arrangements to safeguarding children and adults in Wales.

c) To make recommendations to the Welsh Ministers as to how those arrangements could be improved.

Board's Role

The National Board is an advisory body that advises Welsh Ministers on safeguarding people in Wales. It works alongside both regional Safeguarding Adults Boards and Safeguarding Children Boards to secure improvements in safeguarding policy and practice throughout Wales.

Annex C

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be Chaired by Taryn Stephens and will also compromise of Tony Young, Chair of NISB and 1 or 2 additional Panel Members.

Your application may be "long listed", subject to the volume of applications received, before it is passed to the selection panel for consideration. You should be aware that in this situation, your application may not be considered in full by all of the panel.

We anticipate that during **November 2025** the panel will have decided who will be invited for interview in **December 2025.** It is our intention that interviews will take place **via Microsoft teams or in-person at Cathays Park, Cardiff.**

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the **essential minimum criteria** for the post, you will also be invited to attend an interview.

If you are invited to interview, and the date of the interview is not already provided in this information pack, we will aim to provide you with as much notice as possible of the interview date. If you are unable to make the arranged date, we will endeavour to re-arrange it, but it may not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre to let you know if you have been invited to interview.

If you attend an interview, the panel will question you about your skills and experience, asking specific questions to assess whether you **meet the criteria** set out for the post.

Candidates who the panel believe are 'appointable' will be recommended to Ministers, who will make the final decision. The Minister may choose to meet with appointable candidates before making their decision. If they do, they will meet all candidates in the presence of the panel chair, or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as **Member** of the **National Independent Safeguarding Board,** which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your application and interview, should you so wish.

Queries

For queries about your application, please contact publicappointments@gov.wales

If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants fairly, and with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@gov.wales