

# **\*ncat Governance Board Members required for National Centre for Accessible Transport**

If you require this document in another format please email [info@ncat.uk](mailto:info@ncat.uk) or leave a message on 024 7765 1808

**Application deadline:** Tuesday 9<sup>th</sup> May 2023

**What we are looking for:** Six people who have expertise in transport accessibility coupled with a lived experience of disability to join the Governance Board of the National Centre for Accessible Transport (NCAT).

**What you will do:** you will support the Governance of the NCAT programme of work by attending half-day meetings at least four times a year, with some extra reading and preparation time in between meetings, online or by email

**What experience you will have:** a high level of skill or knowledge in at least one area of transport (road, rail, sea, or air), and your own lived experience of disability

**How long will this role last:** up to seven years, initially for the first three years (subject to a probationary period).

**Accessibility requirements:** If you need assistance completing an application, or adjustments to attend an online interview (should you be offered one) you can ask for assistance either by emailing [info@ncat.uk](mailto:info@ncat.uk) or by leaving a message on 024 7765 1808 and the Centre Manager at NCAT will get back to you.

## **About National Centre for Accessible Transport**

The National Centre for Accessible Transport (NCAT) aims to make future modes of transport accessible. With an agenda led by disabled people, through user-centred development processes and innovative co-designed solutions underpinned by applied research, the centre strives to ensure that all future travel systems have accessibility for disabled people at the heart of their development and delivery.

NCAT has been funded for seven years, through an award from Motability, the Charity, to be the UK's first evidence centre for accessible and inclusive transport. Research shows that disabled people in the UK currently make \*38% fewer journeys than non-disabled people<sup>1</sup> – a figure that hasn't changed in the last decade. This impacts disabled people's access to healthcare, employment, education, and social activities.

NCAT, which launched in February 2023, will seek to create change by undertaking applied research and delivering exemplar projects to influence policy and transport providers by demonstrating that accessible transport can be achieved. The Consortium is made up of 6 partner bodies who each bring expertise, skill, knowledge, and passion to the Centre. Partners are Coventry University (Consortium Lead), Connected Places Catapult, Designability, Policy Connect, Research Institute for Disabled Consumers, and WSP UK.

### **The opportunity:**

The National Centre for Accessible Transport (NCAT) is looking to appoint 6 disabled people who are experts in transport accessibility to its Governance Board. These six experts will work equally and alongside 6 representatives from the NCAT Consortium and be led by an independent Chair of the Board.

The role of the Board members is to provide strategic oversight and direction of the work of NCAT. They will collectively work to monitor and report on the performance of NCAT and its operations, to include finance, delivery, and monitoring and evaluation. They will have oversight of and mitigate against identified strategic risks and challenges, and agree strategic financial expenditure. Through the Chair the Board will report regularly up to the funder (Motability, the Charity), alongside receiving reports from an advisory panel consisting of transport, charitable, Disabled People's User Led Organisations (DPULO's) and policy stakeholders.

The six successful candidates will ensure that their expertise and their lived experience of disability will be at the heart of the work of NCAT.

These positions will be recompensed in acknowledgement of the time and commitment required, and in recognition of the expertise individuals will bring to the posts. Although funded, these posts are independent, and funding is not conditional on any expectations other than active participation. We welcome disabled applicants to these posts.

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<sup>1</sup> [https://www.motability.org.uk/media/iwaidhvk/motability\\_transport-accessibility-gap-report\\_march-2022\\_final.pdf](https://www.motability.org.uk/media/iwaidhvk/motability_transport-accessibility-gap-report_march-2022_final.pdf)

### **The role:**

The Board will meet at least quarterly, ideally in person, at venues across the country, (although it's expected the Board will meet and/or communicate more frequently in the first year, as it establishes itself.)

Papers will be circulated in advance, in a range of formats as required, to allow for preparation, and meetings will be of a suitable duration and constitution to allow the board to fully scrutinise and discuss reports, question and give feedback and guidance, provide expert views and insights on and into the work of NCAT. The Board will also have the responsibility to assess impact and make recommendations for further connections and dissemination of outputs. Board members will act as Ambassadors for the Centre, where appropriate.

The role starts in June 2023 and the term is up to seven years, reviewed at the end of year three. There will be an induction period before the first Board meeting. Board dates are the second Tuesday in the month, every three months.

Meeting dates in the first year are:

Tuesday 11 July 2023

Tuesday 10 October 2023

Tuesday 09 January 2024

Tuesday 09 April 2024

### **Accessibility requirements:**

Arrangements and adjustments will be made, as appropriate and required, to ensure Board materials can be received, and meeting requirements can be accommodated, for all Board members.

### **Conflict of interest**

NCAT takes a robust approach to conflict of interest, real or perceived, and therefore any individual who is employed or affiliated to the National Centre for Accessible Transport consortium, or Motability, the Charity, or Motability Operations, may not apply to be a Board member.

### **Remuneration:**

These roles are paid positions, and Board members will be paid directly by Coventry University. Board members will however be independent, and impartiality from Coventry University will be assumed and retained.

The form of recompense and type of formal engagement will depend on each individual's personal tax status, so people will either be contracted as an external consultant/supplier (if self-employed or Director of a private company), or potentially paid under IR35 (which will include Tax and NI deductions being paid from the total on their behalf) if no suitable tax status applies.

IR35 definition can be found at <https://www.gov.uk/guidance/understanding-off-payroll-working-ir35> Each Board member will be recompensed for their participation and attendance up to a maximum of £4,000 per Annum (which will include personal Tax requirements as individually appropriate), with reasonable travel expenses additionally re-imbursed. If you require further clarification, please email [info@ncat.uk](mailto:info@ncat.uk) or leave a message on 024 7765 1808 and the Centre Manager at NCAT will get back to you.

### **Your experience:**

Essential criteria - you must:

- be disabled\* (\*as defined by the Equality Act 2010 as linked here <https://www.gov.uk/definition-of-disability-under-equality-act-2010> )
- have direct experience of working in or engagement with the transport sector on accessibility
- have a strong, wide-ranging understanding of transport issues nationally and the specific needs of disabled passengers and road users
- have a strong awareness of the wider social and economic issues faced by disabled people in the UK
- have experience of working with partners/stakeholders across multiple sectors, e.g., the commercial, local authority, academic institutions, or not-for profit sectors
- have experience of working with Disabled People's Organisations and support organisations
- live in the UK (permanent residence)

Additionally, it is desirable you would:

- have an awareness of best practices involving disabled customers/ end users with different impairments and long-term health conditions in service design
- have experience of working on programmes linked to disability awareness/ accessibility
- have experience of management of large scale programmes of work over a long period of time
- have an understanding of the challenges organisations working with and within the transport sector in relation to accessibility face
- have an understanding of national/local government and/or transport operators as a customer base
- be proactive, flexible, and able to navigate and help guide complex projects/ programmes

**How to apply:**

Please submit a CV or equivalent biographical information, and a covering letter that sets out your motivation for applying and why your skills and experience make you suitable. Please also include details of at least one referee that we may contact.

You may submit a written response or record a video as appropriate to best demonstrate your suitability to the role. If you require assistance or guidance to complete an application, please contact Cathryn Thompson-Goodwin (NCAT Centre Manager) via [info@ncat.uk](mailto:info@ncat.uk) or by leaving a message on 024 7765 1808

**Deadline for application:**

Applications must be received by end of the day Tuesday 9<sup>th</sup> May by email to [info@ncat.uk](mailto:info@ncat.uk) Please put “NCAT Board Member Application” in the subject line

Please note initial online interviews will be held in week commencing 22<sup>nd</sup> May. Interview dates will be confirmed to short-listed candidates.

If you are called for interview and will have any accessibility requirements for that interview, please contact Cathryn Thompson-Goodwin (NCAT Centre Manager) via [info@ncat.uk](mailto:info@ncat.uk) or by leaving a message on 024 7765 1808

Coventry University is a Disability Confident Employer and as such NCAT guarantees an interview to any candidate who meets all the essential criteria.

**National Centre for Accessible Transport (NCAT)**

National Transport Design Centre, Coventry University, Swift Road, Coventry, CV1 2TT

<https://www.linkedin.com/company/ncat-uk/>

[www.ncat.uk](http://www.ncat.uk) (website under development)

For any queries regarding this opportunity or the process of application please contact Cathryn Thompson-Goodwin (NCAT Centre Manager) via [info@ncat.uk](mailto:info@ncat.uk) or by leaving a message on 024 7765 1808