

THE BLACK ART HUB CIC

Adult Senior Advisory Board - Accessible / Offline Application Form

Alternative application route: This paper/PDF version is for applicants who cannot use the online Wix form, experience technical problems, or need a reasonable adjustment or alternative format.

Role: Voluntary, non-executive advisory appointment

Commitment: Six meetings per year (approximately every two months), normally around 90 minutes

Minimum term: 12 months

Advisory Board members provide independent expertise, lived experience, community knowledge and constructive challenge. Appointment to the Advisory Board does not make a member a company director, employee or authorised representative of The Black Art Hub CIC.

How to use this form

You may type into a copy of this document after converting it to an editable format, print and write on it, or use it as a guide for an assisted application. If you need another accessible format or support completing the application, please contact The Black Art Hub CIC.

Return: Email the completed form and your CV to **theblackarthub02@gmail.com**. Use the subject line: **Senior Advisory Board Application - Your Name**.

If a conventional CV is not accessible or appropriate for you, you may provide an alternative professional biography, employment/experience history, audio application or another reasonable alternative agreed with us.

1. Personal Information

Full name *

Preferred name (if different)

Email address *

Telephone number

Town / City

County / Region

LinkedIn, website or portfolio (optional)

2. About You

Tell us about yourself. *

Please provide a short professional biography (approximately 150-250 words), including your background, experience and the communities or sectors you work within.

Why would you like to join The Black Art Hub CIC Senior Advisory Board? *

What knowledge, skills, lived experience or expertise would you bring to the Advisory Board? *

3. Areas of Expertise

Tick all that apply.

- Arts and Creative Practice
- Black British History, Heritage and Archives
- Museums, Libraries or Cultural Heritage
- Education and Curriculum Development
- Youth Engagement
- Community Development
- Research and Academia
- Accessibility, Disability and Neurodiversity
- Safeguarding
- Governance and Leadership
- Human Resources
- Law or Public Policy
- Finance or Accounting
- Fundraising and Grant Writing
- Digital Technology and AI
- Marketing, PR and Communications
- Film, Photography or Digital Media
- Publishing, Literature or Spoken Word
- Business Development or Entrepreneurship
- Health and Wellbeing
- Other

Other area of expertise

4. Commitment and Access

Can you commit to serving for a minimum initial term of 12 months? *

☐ Yes

☐ No

Can you attend approximately six Advisory Board meetings each year? *

☐ Yes

☐ No

How would you usually prefer to attend meetings?

☐ Online

☐ In person (Medway/Kent)

☐ Hybrid (online and in person)

Do you have any access requirements or reasonable adjustments we should be aware of?

This could include communication preferences, accessible formats, neurodivergent adjustments, mobility access, support with meetings or another reasonable adjustment.

5. Community Values and Contribution

What opportunities do you think organisations like The Black Art Hub CIC should be focusing on over the next three years? *

How would you help The Black Art Hub CIC build stronger relationships with communities, organisations or partners? *

Please tell us about any previous advisory board, committee, trustee, leadership or community experience.

6. Safeguarding and Due Diligence

Do you currently hold a DBS certificate? *

- ☐ Yes
- ☐ No
- ☐ Unsure

If yes, what type of DBS certificate do you hold?

- ☐ Basic DBS
- ☐ Standard DBS
- ☐ Enhanced DBS
- ☐ Enhanced DBS with Barred List(s)
- ☐ Unsure
- ☐ Not applicable

Are you registered with the DBS Update Service?

- ☐ Yes
- ☐ No

☐ Unsure

☐ I agree to follow The Black Art Hub CIC's safeguarding and child/adult protection policies if appointed. *

☐ I consent to The Black Art Hub CIC carrying out proportionate due diligence as part of this recruitment process, including verifying information supplied within this application and contacting referees where appropriate. *

☐ I understand that if my role requires a DBS check and is legally eligible, I agree to complete the appropriate DBS process before undertaking those responsibilities. *

7. References

Referee 1 - Full name *

Organisation / Job title *

Email address *

Telephone number

Referee 2 - Full name *

Organisation / Job title *

Email address *

Telephone number

☐ I give permission for The Black Art Hub CIC to contact the referees listed above. *

8. Conflict of Interest

Do you have any actual, potential or perceived conflicts of interest relevant to this appointment? *

☐ Yes

☐ No

☐ Unsure

If yes or unsure, please explain.

This may include employment, trusteeships, directorships, advisory roles, funding relationships, business interests or close organisational relationships.

☐ I agree to declare any conflict of interest that arises during my appointment to the Advisory Board. *

9. Confidentiality Agreement

☐ I agree to keep confidential information shared through the Advisory Board confidential. *

☐ I will not share confidential information without permission from The Black Art Hub CIC. *

☐ I understand my confidentiality responsibilities continue after my appointment ends. *

☐ I understand that I cannot speak publicly on behalf of The Black Art Hub CIC unless authorised to do so. *

10. Equality, Diversity and Inclusion Monitoring - Optional

The Black Art Hub CIC is committed to building an inclusive Advisory Board that reflects diverse communities, lived experiences and perspectives. This section is optional. Your answers are used for equality, diversity and inclusion monitoring and improving inclusion, and should not be used to assess your suitability for appointment.

Age group

☐ 18-24

☐ 25-34

☐ 35-44

☐ 45-54

☐ 55-64

☐ 65+

☐ Prefer not to say

Ethnic background (optional)

Do you identify as disabled, Deaf, chronically ill and/or neurodivergent?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Gender identity

- ☐ Woman
- ☐ Man
- ☐ Non-binary
- ☐ Prefer to self-describe
- ☐ Prefer not to say

If you prefer to self-describe your gender identity

Sexual orientation

- ☐ Bisexual
- ☐ Gay or Lesbian
- ☐ Heterosexual / Straight
- ☐ Another sexual orientation
- ☐ Prefer not to say

Religion or belief

- ☐ Christian
- ☐ Muslim
- ☐ Hindu
- ☐ Sikh
- ☐ Jewish
- ☐ Buddhist
- ☐ No religion
- ☐ Another religion or belief
- ☐ Prefer not to say

Do you have caring responsibilities?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Is there anything we can do to make Advisory Board meetings more accessible or inclusive for you?

11. Supporting Documents

Please include your current CV. If you cannot provide a conventional CV because of disability, accessibility requirements or another reasonable reason, contact us so an appropriate alternative can be agreed.

A covering letter or supporting statement is optional unless specifically requested.

12. Final Declaration

☐ I confirm that the information provided in this application is true and accurate to the best of my knowledge. *

☐ I understand this is a voluntary Advisory Board appointment and does not make me a director or employee of The Black Art Hub CIC. *

☐ I agree to serve for a minimum of 12 months if appointed. *

☐ I agree to comply with The Black Art Hub CIC's safeguarding, confidentiality, equality, diversity, inclusion, conflict of interest and data protection policies. *

☐ I consent to The Black Art Hub CIC processing my personal information for recruitment, governance and safeguarding purposes in accordance with UK data protection requirements and the organisation's Privacy Policy. *

Applicant's full name / typed signature *

Date *

Alternative and Accessible Application Routes

We do not want a disability, access requirement or technical problem with the website to prevent somebody from applying. Applicants may request a reasonable adjustment or alternative application method. Depending on individual need, this may include an editable document, paper form, assisted completion, additional time, or an agreed audio/video response to narrative questions.

For support or to return an alternative application, email **theblackarthub02@gmail.com**.