

**Board Recruitment Pack for two Appointed Non-Executive Directors**

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**Welcome Letter**

Thank you for your interest in becoming an Appointed Director of the Sport and Recreation Alliance.

Last year we published our new strategy *The Heart of an Active Nation* where we set out our new vision, mission and values and identified eight principles about how we work and four objectives to drive our work. We believe there has never been a better time to positively impact the wellbeing of people up and down the country and that sport and recreation organisations are uniquely placed to help the disadvantaged and the socially excluded and support people in their mental and physical wellbeing.

At the Sport and Recreation Alliance we believe that the power of sport and recreation can change lives and bring communities together and we are recruiting up to two new Board members to help support our work.

You can read more about the role of a Director in this pack and see details of our current Board members [here](https://www.sportandrecreation.org.uk/pages/our-board). We want to be clear about what we are looking for from our Directors and this pack is designed to help you understand more about us and the role.

I hope you will put in an application and I am happy to answer any questions you may have in advance of doing so, so please do get in touch via chair@sportandrecreation.org.uk

ANDREW MOSS

Chairman

**About Us**

The Sport and Recreation Alliance believes that the power of sport and recreation can change lives and bring communities together. With our members and in partnership with the wider sector, we make the most of opportunities and tackle the areas that provide a challenge.

We do this by providing advice, support and guidance and by being the voice of the sector. Working with Government, policy makers and the media, we help grassroots sport and recreation grow and thrive. Having an active nation is important as it delivers huge benefits to society and the millions of participants, volunteers, staff and spectators.

Our Vision:

*An active nation through sport and recreation*.

This vision is at the heart of all we do. It describes the world that we want to see because sport and recreation plays such an important role in both physical and mental wellbeing, the economy and the development of our society.

Our Mission:

*To create a vibrant sport and recreation sector which is fit for the future*.

We lead by using our knowledge and expertise to commission and publish research, to stimulate debate and discussion, and to challenge the sector and our members.

We enable our members to become fit for the future by providing opportunities for education and learning, by spreading best practice to make it common practice, by giving our members tools to make their lives easier.

We champion the sector by promoting the great things our members do so the full value and contribution they make to individuals, communities and society is recognised.

We are the voice of the sector by building political support, influencing policy and decision makers and speaking on national platforms about the issues that matter.

You can find out more information about our four-year strategy: *The Heart of an Active Nation* on our website [here](https://www.sportandrecreation.org.uk/pages/about-us). It details information on our key objectives and our principles.

Governance

We are committed to high standards of governance and apply and support [The Principles of Good Governance for Sport and Recreation](https://www.sportandrecreation.org.uk/governance/the-principles-of-good-governance) as well as being compliant at Tier 3 with ‘A Code for Sports Governance’.

Our governance structure and policies allow us to maintain a strong board which works hard to build a sustainable organisation. Further details of our Board and framework can be found [here](https://www.sportandrecreation.org.uk/pages/corporate-governance).

**Role Description**

**Skills and Experience**

This year, we are particularly looking for two Appointed Directors who have the skills and experience in at least one of the following areas:

* Commercial and or wider income generation experience
* People management
* Political and parliamentary awareness

We also want to hear from you if you are excited about and can demonstrate:

* Creative and strategic thinking that challenges/refines conventional ways the sector has operated;
* Using your skills to constructively challenge group thinking and potential inhibiters to change at a national level;
* Making a clear commitment to improving diversity and equality and understanding the needs of under-represented groups in sport and recreation;
* The potential of the UK’s sport and recreation landscape to change lives for the better.

A track record of leadership and operating at Board level in the private, public or voluntary sector is helpful but not essential.

In line with commitments set out by the Board in its [Recruitment Policy](https://www.sportandrecreation.org.uk/pages/corporate-governance-framework-and-code-compliance) we are aiming to continue to increase the diversity of our board. While directors will be appointed entirely based on skills and experienced based merit, the Alliance strongly encourages and welcomes expressions of interest from candidates under the age of 55, and from those with a black or minority ethnic background or come from a religious minority where there is currently under-representation on the board.

**Key responsibilities (jointly with other Directors):**

1 Ensuring that the organisation has a clear vision and strategic direction and is focused on achieving these.

2 Being responsible for the overall performance of the organisation and for its culture and ethos.

3 Ensuring that the organisation complies with all legal and regulatory requirements.

4 Acting as a guardian of the organisation’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

5 Ensuring that the organisation’s governance and probity is of the highest possible standard.

**Person Specification**

1 Understand, and commitment to, sport and/or physical recreation.

2 Someone who can continue to develop and maintain the Alliance’s strategic focus and direct the organisation towards its future.

3 Be able to make a commitment to the Alliance and devote the necessary time.

4 Have strategic vision, independent judgement, an ability to think creatively and a willingness to speak your mind.

5 A clear commitment to improving diversity and equality and understanding the needs of under-represented groups in sport.

6 Have knowledge of good governance and commitment to highest standards.

**Time and Commitment**

You will be expected to attend at least six Board meetings a year, which are normally held at the Alliance’s offices in Central London. In addition, we would encourage your attendance at a number of Alliance meetings and events and there may be a requirement for your attendance at Board sub-committees, depending on other roles and responsibilities you assume.

The role is voluntary and we will pay Directors’ travel expenses and provide a full induction to the organisation’s work.

**Term of Office**

The appointment is for a three year-term which will start at the conclusion of the 2018 Annual General Meeting on 25 September 2018. One further three-year term can be served.

**Your Application and the 2018 Recruitment Process**

Please find below details of the selection process, to assist you in completing and tailoring your application:

You should submit:

1 An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;

2 A supporting [application form](http://sramedia.s3.amazonaws.com/media/documents/2e95a8a1-55d4-48c9-a223-66a4617bd5c0.pdf) detailing how you meet the skills we are seeking – we recommend that this is no longer than two pages;

3 Complete and return the [Board Recruitment Monitoring Form](http://sramedia.s3.amazonaws.com/media/documents/9c2da293-2497-4aae-9722-feca5b5020fb.pdf);

4 Indicate if you cannot attend the interview date.

Please send your completed application form, CV and Recruitment Monitoring Form to the Company Secretary, Sport and Recreation Alliance, 4th Floor, Burwood House, 14-16 Caxton Street, London SW1H 0QT, or email Kate Lawrenson klawrenson@sportandrecreation.org.uk

**Closing date – applications should be received by 12noon on Wednesday 11 July 2018**

You will receive an acknowledgement to your email and we suggest that if you don’t receive this you should contact Kate on 020 7976 3941 to confirm your application has been received.

All candidates’ CVs and application forms will be considered by the Nominations Committee who will then hold any **interviews on Thursday 19 July 2018**, here at the Alliance offices in London.

Members of the Nominations Committee are: Andrew Moss (Alliance Chairman), Tim Jones (Alliance Senior Independent Director), Patrick McMaster (Rugby Football Union) and Karen Neale (Independent Consultant).

All Appointed Directors are appointed by the Sport and Recreation Alliance Board upon recommendation by the Nominations Committee. This process will take place by no later than mid- August 2018, depending on annual leave commitments.

The chosen candidates’ three-year term of office will commence at the conclusion of the Alliance’s 2018 Annual General Meeting on 25 September.

All candidates will be informed of what is happening to their application through all stages of this process. Please note that if you apply for the position of Appointed Director of the Alliance, we shall keep your CV and application form for a period of one year before all records are destroyed and, if necessary, we shall use the information in connection with this Board recruitment only. You can find more information regarding our data collection and Privacy Policy [here](https://www.sportandrecreation.org.uk/pages/privacy).

For more detailed information about the Alliance, please visit our website at [www.sportandrecreation.org.uk](http://www.sportandrecreation.org.uk) For an informal discussion about this recruitment pack, the process or role of the Appointed Director, or to speak to the Chairman of the Board please contact the Company Secretary on the details above.