

# **Board Recruitment Pack for one Elected Non-Executive Director**

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## **Welcome Letter**

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

There has never been a better time to positively impact the wellbeing of people up and down the country. Sport and recreation organisations are uniquely placed to help the disadvantaged and the socially excluded and support people in their mental and physical wellbeing.

You can read more about the role of a Director in this pack. 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, and we are happy to answer any questions you may have.



**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.

See more information on our current four-year [Strategy](#).

### Governance

We are committed to high standards of governance and apply and support [The Principles of Good Governance for Sport and Recreation](#) 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](#).

## **Role Description**

### **Skills and Experience**

This year, we are looking for a Director who has skills and experience in at least one or more of the following areas:

- Commercial/Corporate – *experience of generating income streams from the corporate world*
- Fundraising – *experience of generating income streams from Trusts and Foundations*
- Policy/Parliamentary Knowledge – *to help inform the Alliance’s policy and influence work*

And if you are excited about/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 inhibitors 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.

Previous Board experience is not necessary and we welcome applications from all ages and backgrounds.

### **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 Have an understanding of, 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 – you can join by Skype or teleconference too. 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 2019 Annual General Meeting in September 2019. One further three-year term can be served.

## Your Application and the 2019 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 detailing how you meet the skills we are seeking – we recommend that this is no longer than two pages;
- 3\* Show where you have a clear association and nomination/support from an organisation in membership of the Sport and Recreation Alliance [at the time of your application];
- 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, Holborn Tower, 137-144 High Holborn, London WC1V 6PL, or email Kate Lawrenson [klawrenson@sportandrecreation.org.uk](mailto:klawrenson@sportandrecreation.org.uk)

- \* Organisations in membership of the Sport and Recreation Alliance can be found on our [website](#). Just click through the lists provided to see the listed organisations within each section. Examples of having an 'association' with an organisation in membership could include being a member/volunteer of a club or working for one of the National Governing Bodies but you must have an authorised representative from one of those Members support your application. An email from your supporting representative will suffice for this element but if you have any questions at all please contact Kate Lawrenson

### **Closing date – applications should be received by 12noon on Friday 31 May 2019.**

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 3905 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 Tuesday 11 June 2019**, at the Alliance offices in London.

Members of the Nominations Committee are: Andrew Moss (Alliance Chairman), Tim Jones (Alliance Senior Independent Director), Patrick McMaster (Independent HR Consultant) and Caroline White (Alliance Director).

All Elected Directors are elected by the Sport and Recreation Alliance Full members. Therefore, once interviews are completed, the Nominations Committee, on behalf of the Board, will confirm the candidates to be included in the ballot to the membership and invite the Full members to take part in an electronic vote.

Candidates included in the ballot process will be asked to provide a candidate statement and a short video clip for inclusion on the Alliance website.

This electronic voting process is conducted on our behalf by the Electoral Reform Services.

This year's ballot will be conducted over a three-week period 1 July – 19 July 2019 during which time Full Members will vote and select their preferred candidate. The results of the ballot will be known shortly after.

The chosen candidate's three-year term of office will commence at the conclusion of the Alliance's 2019 Annual General Meeting on 25 September.

For more detailed information about the Alliance and a list of the current Directors, please visit our website at [www.sportandrecreation.org.uk](http://www.sportandrecreation.org.uk) For an informal discussion about the role of Director please contact the Chair, Andrew Moss on [chair@sportandrecreation.org.uk](mailto:chair@sportandrecreation.org.uk) or via the Company Secretary.