



JOB TITLE

Governance Officer

SALARY RANGE

£23,000 - £25,000

OVERVIEW

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 provide advice, support and guidance to our members and the sector, who represent traditional governing bodies of games and sport, active partnerships, outdoor recreation, water pursuits, and movement and dance for exercise. As the voice of the sector, we work with Government, policy makers and the media to make sure grassroots sport and recreation grows and thrives. Having an active nation is important as it delivers huge benefits to society and the millions of participants, volunteers, staff and spectators.

ROLE SUMMARY

One of the ways the Sport and Recreation Alliance supports its members and the wider sector is by providing guidance, training and advice on governance issues. The Governance Officer is responsible for contributing to and developing our work in this area to help members improve their governance and achieve legal compliance and best practice. Improving the governance of sport, including improving Equality, Diversity and Inclusion (EDI), is a key strategic priority for the Alliance.

MAIN TASKS AND RESPONSIBILITIES

The Governance Officer works within the Governance Team and reports to the Head of Governance. The main responsibilities of the role are:

- 1) Working with the Head of Governance to establish the Alliance as the leading organisation for governance support in the sector.
- 2) Support in developing and successfully delivering governance projects, initiatives and consultancy services that reinforce the Alliance as the lead organisation for, and supplier of, governance support in the sector.
- 3) Support the Head of Governance in delivering the Alliance's EDI strategy including the development of the Alliance's EDI action plan and provision of EDI support services to members.
- 4) To manage and deliver the Alliance's youth governance work including the Youth Advisory Panel ensuring that young people have a voice in deciding how opportunities are developed and delivered for young people.
- 5) To be the designated safeguarding lead for the Alliance. To signpost members to best practice advice and guidance for safeguarding.

- 6) Manage programmes that aim to support and develop individual leaders in sport, which include our training and development courses and director networking.
- 7) Provide support for the delivery of the Alliance's board evaluation service.
- 8) Manage relationships with external partners including Sport England, UK Sport, other external partners and seeking to establish new ones.
- 9) Represent the Sport and Recreation Alliance at appropriate external meetings and events and to develop close member relations.
- 10) Provide relevant and timely advice in response to member enquiries, working with the Head of Governance and other colleagues as appropriate.
- 11) Source and develop high quality governance resources for members that complement training and development programmes.
- 12) To provide project delivery support to other departments when required and with the agreement of the Head of Governance.
- 13) Any other duties as reasonably required.

PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

The Governance Officer should have some experience or knowledge of governance within public, private or voluntary organisations. This is a role which will demand a flexible approach, the capacity to recognise and address organisational needs, and the ability to construct and deliver projects and programmes to support the Sport and Recreation Alliance's members. The postholder should also have experience and passion for leading safeguarding as they will have a primary responsibility for managing and reporting concerns about children and adults at risk and for putting in place procedures to safeguard children and adults at risk.

They will need to demonstrate the ability to:

- Understand governance practices and its application to different organisations;
- Identify the various regulatory and environmental changes impacting on national governing bodies of sport and recreation and their member clubs and interpret the practical implications of regulatory requirements for these organisations;
- Build effective relationships with governance professionals operating in relevant sectors including legal, finance and charity;
- Deliver training sessions and webinars;
- Analyse data effectively;
- Using appropriate methods, communicate effectively with a wide range of people including Sport and Recreation Alliance members and external stakeholders;
- Manage relationships with external suppliers to secure effective services for Alliance members;
- Manage a range of tasks, meeting tight deadlines where necessary with high quality work, including when working with external projects and partners;
- Expertise and passion for safeguarding children and adults at risk;
- Manage multiple projects and work alongside other team projects should there be a need;
- Take ownership of an agreed work programme and demonstrate initiative in order to drive progress;
- Use Microsoft Office applications effectively.

Desirable attributes

It would be an advantage for the Governance Officer to be able to demonstrate:

- An understanding of the nature and operation of voluntary or not for profit organisations at local or national level;
- An active interest or participation in sport and recreation.