

Living Sport Chairperson Recruitment Pack 2021



Chairperson of Living Sport

Do you have a passion for sport and active living? A belief in its capacity to enhance and enrich at both an individual and community level? And a drive for achieving equality and diversity? Understand that sport can contribute positively across a range of agendas?

Our aim across Cambridgeshire & Peterborough is:

"Improving health and wellbeing by supporting people to get active"

Living Sport is looking for an experienced and high performing individual with strong networking and influencing skills and an ability to think creatively and strategically to become the Chairperson of Living Sport.

We are seeking a Chairperson to provide the strategic leadership necessary to develop Living Sport at an exciting time of transition and to ensure, through innovation and high-performance delivery, it realises its potential.

This is a great opportunity to influence the way sport and physical activity is developed across Cambridgeshire & Peterborough - delivered to high quality and contributing to improving the health of our communities - whilst also developing the business of the charity.

Living Sport is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. The Living Sport Board has a target and commitment to take all appropriate actions to achieve a minimum of 30% of each gender on the Board and a commitment to progressing towards achieving gender parity and a greater diversity generally on the Board including diverse ethnic communities and disability and welcomes applications from those from these communities.

Further information about the position is available from Simon Fairhall, Chief Executive, Living Sport on 07767 390516 or simon.fairhall@livingsport.co.uk. The closing date for applications is Monday 28th June 2021 and interviews on Tuesday 6th July 2021 (am)

For further information about the charity please visit our website www.livingsport.co.uk.

www.livingsport.co.uk Company Registration number 5894596 / Registered Charity, number 1124122

May 2021

CHAIRPERSON OF LIVING SPORT

Thank you for your interest in becoming the Chairperson of Living Sport.

This is an exciting time for sport and physical activity and Living Sport and for the Chairperson in leading the implementation of our Strategy and fulfilling an advocacy and leadership role for Living Sport across Cambridgeshire & Peterborough – **improving health and wellbeing by inspiring people to get active** – and in developing our business.

Living Sport is a charity, the Active Partnership for Cambridgeshire & Peterborough and part of the England-wide Active Partnership Network, which is significantly funded by Sport England to support delivery of national strategies for sport and physical activity. Our website provides a good introduction to the range of our work.

The context in which we are operating especially as a result of Covid is changing. But there is also an exciting new Sport England Strategy. We are finalising a refresh of our own Strategy for Living Sport to increase participation in sport and physical activity across Cambridgeshire & Peterborough, working with the health, communities and children and young people systems. Our focus is particularly on supporting older people, disabled people, people with long term health conditions and children and young people to be active, and with communities in the new housing growth areas across the County.

We are also diversifying our funding base through developing new activities and events delivery whilst at the same time seeking charitable and commercial fundraising and working to secure a broader range of grants and commissions. We are particularly keen to recruit a Chair with an entrepreneurial background to help support an acceleration of our business development.

Included below is a copy of the Recruitment Pack which includes role descriptions and some information about the expectations that we have of the Chairperson, and generally of Trustees / Directors of Living Sport. I hope that this opportunity is of interest to you and look forward to receiving an application from you. I would be very happy to provide any further information that you might like and have a telephone conversation about the role.

Living Sport is committed to providing equal opportunities for all and the Living Sport Board has a target and commitment to take all appropriate actions to achieve

- **a minimum of 30% of each gender on the Board**
- **and a commitment to progressing towards achieving gender parity and a greater diversity generally on the Board including Black, Asian and Minority Ethnic (BAME) diversity and disability.**

We welcome applications from those from these communities.

The timeline for the recruitment process is:

Advertised – Friday 28th May 2021

Closing Date – Monday 28th June 2021

Interviews –Tuesday 6th July 2021 (am)

Living Sport Board – Wednesday 6th October 2021. Formal appointment of the new Chairperson at the Annual General Meeting

There are a series of Board Sub-Committee meetings through September which it would be useful for the prospective candidate to attend at least some of:

- Thursday 2nd September - Remuneration & Nominations Committee 8.00am – 10.00am
- Thursday 9th September - Audit & Assurance Committee 10.00am – 1.00pm
- Thursday 16th September – Business Development Group 8.00am – 10.30am
- Thursday 23rd September – Finance Sub-Committee 8.30am – 10.00am

Yours sincerely



Simon Fairhall

Chief Executive, **Living Sport**

T : 07767 390516

E : Simon.Fairhall@livingsport.co.uk

Information for the role of Chairperson

We are seeking a new Chairperson to lead and support the implementation of our Strategy and Business Plan for Living Sport to realise the potential of sport and physical activity to contribute to a wide range of local strategic and community agendas whilst also developing the business of the charity away from reliance upon a single grant funder.

Key Tasks & Responsibilities

1. Energetically promote the benefits of sport and physical activity and the role of Living Sport, providing leadership and inspiring partners with the message
2. To drive the strategy implementation and business development of the charity
3. To represent Living Sport at our events and activities within the partnership area developing relationships and influencing key local organisations and partnerships and to become a recognisable voice for Living Sport by acting as a spokesperson, including with the media and the wider sports constituency.
4. To maintain close and regular contact with the Chief Executive to provide management support and direction, to include ongoing personal development and an annual performance management review.
5. To manage and chair the business of the Board, concentrating its agenda on strategic and tactical matters, ensuring sufficient time is allowed for discussion and that all Directors / Trustees are fully involved in the business of the charity

6. To ensure that their performance and that of individual Directors / Trustees is regularly evaluated and to be proactive in identifying training and development needs of individual Directors / Trustees

Person Specification

Experience, knowledge and skills needed for the role

Essential

1. Recent experience of leading Boards or businesses at an appropriate level
2. Good analytical skills, an innovative thinker with an ability to focus on the issues but also able to take an independent view in making judgments and see all sides of a debate
3. An entrepreneurial background with significant senior level experience of developing, implementing, and monitoring strategy and business development
4. Strong interpersonal, communication and people skills with a high level of experience in building and maintaining relationships and partnerships; a skilled networker, influencer, and negotiator at all levels with business and the statutory sector, with a strong awareness of local Cambridgeshire & Peterborough issues
5. Experience of leading an organisation that draws upon both staff and volunteers, setting priorities especially in the context of a heavy workload and changing environment – specifically to support, challenge and manage a relationship with the Chief Executive
6. Positive attitude to equality, diversity and inclusion

Desirable

7. Understanding of effective governance within a Charity/Company and the challenges faced by Charities/Companies in the not-for-profit sector
8. Understanding of the structures involved in the sport agenda from national to local level, including the role of Active Partnerships

Role of the Board

The wider role of the Living Sport Board is to:

- i. **Promote the benefits of sport and physical activity and the role of Living Sport**
- ii. **Be committed to serving the needs of its partners and the partnership area**
- iii. **Influence the development of sport and active living from a sub-regional to local level.**
- iv. **Together with the Living Sport Chief Executive and staff develop strategy and business planning.**
- v. **Ensure that the Charity is fit for purpose at all times and a model of good practice in its governance.**
- vi. **Ensure effective monitoring and reporting is in place.**

Information on the broader role of Directors

Living Sport Board Members (Directors/Trustees) should have a passion for sport, physical activity and active living and a belief in its capacity to enhance and enrich at both an individual and community level, and across a range of social, community and health agendas.

Person specification

Experience

- Proven track record of leadership
- Well networked within sectors capable of influencing sport
- Good knowledge of sports / the benefits of sport gained through senior level professional or voluntary experience
- Demonstrable sustained interest in / passion for sport

Skills and abilities

- Ability to rapidly develop good relationships with colleagues on the Board and other sports / physical activity agencies
- Strategic thinker
- Ability to motivate and inspire others
- Expertise of direct benefit to the development of Living Sport

Knowledge

- An overview (or the ability to rapidly form one) of the range of organisations and elements that make up the world of sport and physical activity
- Knowledge and understanding of the public sector and formal sports structures
- Knowledge (or the ability to rapidly acquire it) of Government Policy on sport and physical activity, together with a commitment to keep this knowledge up-to-date

Qualities

- Commitment to equal opportunities and to safeguarding and protecting children and young people in sport
- Respect and appreciation of the views of others
- Determination to bring further innovation, vigour and value to the area's sport
- Commitment to partnership working

Time Commitment

All Directors / Trustees are asked to commit to:

- attend regular Board meetings during the year (approximately 5, dates for which are set well in advance) and potentially including an Awayday;
- to be available via email, phone or meeting (as convenient) to provide advice and opinion in between meetings where required;
- and attend our major events, such as our annual Sports Awards.

And assist the development of the organisation in one or more of the following ways:

- to join Board Sub-Committees and Working Groups reflecting their skills and interest - currently Audit & Assurance, Finance, Remuneration & Nominations, and Business Development Group. These groups meet approximately 3 - 4 times per year;
- reflecting again their skills and interest to support senior members of the Living Sport staff team or particular work areas as a Board Champion, mentor or in a more general advisory capacity;
- to represent and undertake an advocacy role on behalf of Living Sport locally whenever the opportunity arises, including attending strategic and business networking opportunities;

In addition to this expectation of Trustees the following specific additional activities are undertaken by the Chair:

- Occasional meetings with our main funder Sport England and attendance at Active Partnership Network events
- Monthly meetings with the Chief Executive to review 'work programme', current issues and opportunities and pre-Board meeting agenda discussion, and Annual Appraisal of the Chief Executive, including some 360 degree consultation with partners, funders, staff.
- Occasional media engagement as the spokesperson of Living Sport

Status and remuneration

Living Sport is a charity – hence reference to Trustees – and a Company Limited by Guarantee - hence also Directors. This is a voluntary positions for a 3 year term which can be renewed for a second term. However reasonable travel and other expenses will be paid when required.

Equality & Diversity

Living Sport is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults.

The Living Sport Board has a target and commitment to take all appropriate actions to achieve a minimum of 30% of each gender on the Board and a commitment to progressing towards achieving gender parity and a greater diversity generally on the Board including diverse ethnic communities and disability.

We welcome applications from those from these communities.

Additional needs

Any special requirements that Trustees may have in terms of disability will be met by **Living Sport**.

About Living Sport

Living Sport Cambridgeshire and Peterborough Sports Partnership Limited, was formed in 2006 and is one of a network of Active Partnerships across England working to raise the profile, and engagement, of sport with local strategic partnerships, and to increase community participation in sport.

Living Sport is a Company Limited by Guarantee and attained charitable status in 2008. Its staff team operates from offices in Huntingdon, central to the partnership area. **Living Sport** is overseen by a Board of Directors / Charity Trustees which includes members from business, local government, sport and education.

The **Living Sport** Board in November 2019 meeting signed off a new Strategy and new 5-year Business Plan the focus of which is the broadening of its funding base against a target of achieving long term sustainability beyond the considerable Lottery funding from Sport England. This was followed by a staffing restructure, and the appointment alongside Simon FAIRHALL (Chief Executive) of a new Senior Leadership Team of Kelly VICKERS – Head of Business Development; Alison LYONS – Head of Partnerships; and Ashlea SMITH – Head of Delivery. As a result of the

work done since the organisational changes, changes in the Sport England Strategy and how they support Active Partnerships and because of Covid we are just refreshing our Strategy.

Living Sport has the Advanced Standards for Safeguarding & Protecting Children and Young People in Sport and the Preliminary Level of the Equality Standards for Sport. A QUEST / Sport England Performance Management & Improvement Framework Assessment undertaken in October 2018 concluded that Living Sport was a 'GOOD' Active Partnership.

The charitable objects of Living Sport are

'The preservation and protection of health and the promotion of community participation in healthy recreation through sport and physical fitness by supporting the development of greater participation and quality in sport in Cambridgeshire & Peterborough'.

Our Aim

Living Sport is a local sports charity working across Cambridgeshire & Peterborough which seeks to
"Improve health and wellbeing by supporting people to get active"

Our Values

Passionate about what we do
 Striving for excellence
 Making a positive impact
 Working collaboratively

The work of Living Sport

There is more detailed information on the website about all the different aspects of our work – please visit www.livingsport.co.uk

Additional information is available upon request, for example Audited Accounts and copies of minutes of Living Sport Board meetings.

Living Sport Organogram 2021

Living Sport Board

Simon MORRIS ©	Mick WOOLHOUSE (2023)	Val MOORE (2023)
Carol GRONOW (2022)	Matthew BRADBURY (2024)	John HUMPTON (2024)
Tracy HUTCHISON (2025)	John MORRIS (2025)	Andy WILD (2026)
David COULSON (2026)	Sakina RAMZANALI (2026)	

Chairperson – Simon MORRIS
Deputy Chairperson – elected as required
Board Safeguarding Champion – Tracy HUTCHISON
Board Equality & Diversity Champion – Val MOORE

<p>Senior Independent Director – Matthew BRADBURY</p>
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Remuneration & Nominations Committee

Simon MORRIS ©
Carol GRONOW
Matthew BRADBURY

Audit & Assurance Committee

Mick WOOLHOUSE ©
Carol GRONOW
Val MOORE
Tracy HUTCHISON

Finance Sub-Committee

Simon MORRIS ©
Mick WOOLHOUSE
John HUMPSTON
Matthew BRADBURY
David COULSON

Business Development Group

Simon MORRIS
John HUMPSTON
John MORRIS
David COULSON
Andy WILD
Sakina RAMZANALI
Helen PERRY

Strategy Task & Finish Group

Sakina RAMZANALI
Andy WILD
David COULSON
John HUMPSTON
Val MOORE

Dates in brackets are end of second term (of 3 years) of office. Simon MORRIS is due to step down as Chairperson at the Annual General Meeting 2021 having served one term of office, extended by a year to support the organisation through Covid.

The Recruitment Process

For an informal discussion about the role, or for further information about **Living Sport** please call Simon Fairhall on 07767 390516.

Applicants are asked to complete our application form and send to Simon Fairhall, Chief Executive, **Living Sport** at simon.fairhall@livingsport.co.uk.

Timeline

The closing date for applications is Monday 28th June 2021 with interviews on Tuesday 6th July 2021 on Zoom for shortlisted candidate. Upon selection the new Trustee will meet with the Chief Executive and from this determine a programme of induction with **Living Sport**.



JOB APPLICATION FORM

Shortlisting decisions will be made based only on the information that you provide in this application form. As part of our commitment to diversity and being anti-racist, recognising that unconscious bias can influence recruitment, we operate a blind shortlisting process. Your personal details will be removed before your application is shared with the shortlisting panel.

PLEASE NOTE: Living Sport's Privacy Notice for Job Applicants, detailing how your personal information will be managed and stored is included at the end of this form.

POSITION APPLIED FOR:

CHAIRPERSON OF LIVING SPORT

WHERE DID YOU FIND OUT ABOUT THIS OPPORTUNITY?

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PERSONAL DETAILS

NAME:	
EMAIL ADDRESS:	
PHONE NUMBER:	
ADDRESS:	
INTERNAL USE ONLY Applicant Number	

DISABILITY CONFIDENT EMPLOYER

As a Disability Confident Employer, we commit to offering an interview to all applicants who declare a disability / long term illness and meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? **Yes / No**

WHAT ADJUSTMENTS CAN WE MAKE TO ASSIST YOU IN YOUR APPLICATION OR WITH OUR RECRUITMENT PROCESS?

INFORMATION IN SUPPORT OF YOUR APPLICATION

In no more than 500 words please share details of relevant skills and experience against our identified needs

ABOUT YOU

In this section we want to get to know you. In no more than 500 words, please tell us about you as a person, what you care about and how this role will enable you to act on your passions?

EMPLOYMENT HISTORY

Details of relevant work experience starting with your current / most recent role and including details of other roles, summarising key achievements. As part of our Safer Recruitment process, we require full employment history.

DATES OF EMPLOYMENT	POSITION	EMPLOYER

KEY ACHIEVEMENTS

WHILST NOT IN PAID EMPLOYMENT

We value diversity of lived experience and invite you to tell us about any periods not in paid employment and any volunteering experience, highlighting the skills that you gained from these experiences and any key achievements.

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REFERENCES

Please provide details of two referees. We will not contact referees prior to offering a position.

	FIRST REFEREE	SECOND REFEREE
NAME:		
POSITION:		
ORGANISATION:		
EMAIL ADDRESS:		
TELEPHONE NUMBER:		
RELATIONSHIP TO YOU		

DECLARATION

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ABOVE DETAILS ARE CORRECT.

SIGNED:	
DATE:	

END OF APPLICATION FORM

Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Living Sport collects and processes personal data relating to Job Applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Living Sport collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

Living Sport may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Living Sport process personal data?

We need to process data to take steps at your request prior to entering into a contract with you.

We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Living Sport has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Living Sport may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Living Sport may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Living Sport protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Living Sport keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 3 (three) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 3 (three) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application form whether you give us consent to hold your details for the full 6 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained

during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Where you gave us your consent to process your data, you may withdraw that consent;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Living Sport is relying on its legitimate interests as the legal ground for processing you may object to that processing taking place.

If you would like to exercise any of these rights, please contact Jayne Thacker at data@livingsport.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Living Sport during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.