



# The Sport Works Group

## RECRUITMENT PACK: BOARD MEMBER

## Thank you for your interest!

Thank you for your interest in joining our governance structure. We hope that the information in this pack will demonstrate to you why being part of Sport Works is a worthwhile use of your time and expertise.

As one of the UK's leading 'sport for development' organisations, Sport Works supports over 3000 disadvantaged people each year to improve health and education and contribute to more prosperous communities. We operate from ten sites nationally, employ over 75 people and are regarded nationally as a leading organisation within the sector.

Our mission – “providing opportunities for enhancing emotional and physical wellbeing to reduce health inequalities, enhance social mobility and raise achievement” - reflects our commitment to making a real and sustained contribution to our community. Each year our initiatives help transform the lives of thousands of people – improving health, building confidence and teaching the skills to secure employment.

Having recently celebrated our tenth anniversary, we now look forward to the next ten years knowing that we need to continue to harness our strengths to keep making a positive impact. To help us do this, we need new Board members who can provide support and challenge to the Senior Management Team, through strategic debate and decision making. As such we anticipate that regardless of your sector or professional background you will already have a track record at senior level, with insight and experience in good governance.

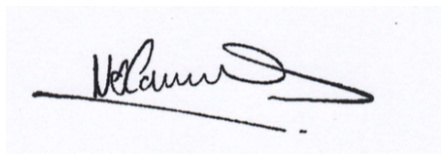
We are recruiting two positions to the Sport Works Group Board, which comprises both our social enterprise Community Interest Company and our commercial sister organisation responsible for developing sustainable revenue. For these roles we are particularly interested in candidates with a background in either commercial/strategic development or marketing/communication management.

As a community focussed organisation we are also keen to recruit Members from a wide range of backgrounds, whether that is in the commercial, public or not-for-profit sector. As we seek to increase the diversity of our Board, we particularly welcome applications from women.

If you are looking for a rewarding role that will also stretch you, and think you can help us deliver our vision, we would like to hear from you.

Do call me if you wish to have an informal discussion about the role and the work Sport Works does, or if you have any other questions to help you decide whether to apply.

Kind regards,

A handwritten signature in black ink, appearing to read 'Neil Cameron', with a long horizontal flourish extending to the right.

Neil Cameron  
Group Director

## About Sport Works

It is an exciting time to join Sport Works, one of the fastest growing organisations in the 'sport for development' sector, as we embark upon an ambitious three-year growth plan key to position us as the leading sport-based education provider in the UK. 2019 saw us celebrate our ten-year anniversary and positions us as one of the most established, and successful organisations nationally.

To achieve an even greater impact we have developed a growth plan which will result in a 300% increase in both geographical and financial growth, culminating in over 8000 learners benefiting from our work each year by 2022.

### **Our Vision:**

To provide an inspirational service with a significant and demonstrable impact to people in local communities. To be regarded by our stakeholders as the leading provider of sport and education services throughout the UK.

### **Our Mission:**

We believe that by providing opportunities for enhancing emotional and physical wellbeing we will reduce health inequalities, enhance social mobility and raise achievement for all.

### **Our Values:**

Our values are not just about what we do, but also about how we do things. Values underpin the culture and beliefs of our organisation and foster a sense of pride in both working for, and with, Sport Works. Our values set the standard of how we should behave towards our service users, clients and colleagues and give us the opportunity to make the right decisions based on the values we all share.

- ✓ **Achievement:** We will strive to achieve our full potential and will help others to do the same.
- ✓ **Excellence:** We will deliver outstanding experiences for everyone.
- ✓ **Integrity:** We will work with integrity, trustworthiness and transparency at all times
- ✓ **Passion:** We will approach our work with a passionate, can-do attitude.
- ✓ **Focused:** We are purposeful, effective and accountable.
- ✓ **Respect:** We will respect others and our environment.

### **Strategic Growth Plan:**

Our aspirations for the business are bold and we believe that we can achieve great things. Over the next 10 years we shall develop new, innovative programmes whilst concurrently expanding our geographical presence across the UK.

### **Overarching Outcomes:**

The Sport Works Board is tasked with achieving the following key outcomes:

- ✓ Successfully increase geographical scale and reach of the organization via the establishment of new geographical sites across the UK
- ✓ Oversee the learner acquisition strategy resulting in over 8000 learners successfully engaging in projects each year
- ✓ Ensure sustainable and efficient financial growth through robust financial management
- ✓ Drive marketing and public relations to successfully position Sport Works as the 'go-to' sport-for development provider in the UK
- ✓ Manage and develop relationships with key national clients and stakeholders, including Department for Education, Ministry of Justice

We know that sport alone cannot singularly improve health or education but that creating the conditions which then help individuals to engage in their communities will enable them to enjoy better, healthier lives. Therefore, working in partnership with organisations throughout the public, private and third sector is central to the approach we take and the values which are shared by our Board and staff.

## Board Member Duties

1. Participate in the management and control of Sport Works' activity, including:
  - Ensuring organisational targets and outcomes are met on time;
  - Promoting the success of the organisation;
  - Exercising sound financial monitoring, control and viability including consideration of risk and risk management;
  - Reviewing plans and objectives;
  - Ensuring plans are implemented and evaluating Sport Works' performance
2. Work in partnership with the Group Director and other Board Members to:
  - Set a positive culture with a strong growth focus;
  - Ensure that the organisation operates efficiently, effectively and economically in line with our three year strategic plan;
  - Provide oversight, direction and constructive challenge to the Group Senior Management Team;
  - Satisfy yourself regarding the integrity of financial information, approve each year's Business Plan and annual accounts prior to publication;
  - Establish, oversee and review a framework of delegation and systems of internal control;
3. Ensure that the Group's affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety;
4. Ensure that Sport Works is acting in compliance with Group-wide policies covering all legal, regulatory and good practice requirements;
5. Chair or be a Member of a subsidiary Board or Committee if requested to do so;
6. Promote the accountability of the Group through openness and contact with communities, representative bodies and strategic authorities;
7. Devote sufficient time and energy to Sport Works business, including:
  - Preparing for and attending meetings and contributing to Board discussions; and
  - Participating in a learning and development programme and Board Development Days.
8. From time to time attend other meetings and functions in the interest of the Group

# Person Specification

## Technical:

1. Experienced in one or more of the following areas:
  - Commercial/strategic business development;
  - Marketing / communications / public relations;
  - Sport Works' customers and communities
2. Some understanding of the 'sport for development' sector;
3. Experience or understanding of good governance and the role of a Board Member

## Skills & Abilities:

1. Good communication and interpersonal skills;
2. Able to exercise independent judgement, make decisions and take action, whilst exercising reasonable care, skill and diligence;
3. Able to work collaboratively with other Board Members and the Group Director;
4. Able to assess risk and promote risk awareness, without being risk averse;
5. Able to chair a Committee or subsidiary Board, work collaboratively and build consensus;
6. Able to challenge appropriately and hold the Senior Management Team to account;
7. Has the time and commitment to effectively discharge the responsibilities of a Board Member

## Personal Behaviour & Style:

1. Demonstrates the professional conduct expected of the Board;
2. Demonstrates a strong commitment to equality and diversity;
3. Listens to others and provides effective decision making when required;
4. Demonstrates credibility and integrity;
5. Supports the mission, aims and values of Sport Works;
6. Open to learning and development for self, other Board Members and colleagues; fosters a learning culture

## **Additional Information**

### **Location**

Remote, however, it is expected the post holders will attend quarterly Board meetings to be held at our Offices in either London or the North East of England.

### **Remuneration**

The position is voluntary and non-remunerated, however, travel and subsistence expenses shall be paid. Off site development days will be held annually which provide Board members with training and learning.

### **Interested?**

In order to apply you should submit:

- An up-to-date CV which shows your career history, including details of any relevant Board or non-executive director roles – we recommend that this is no longer than three pages;
- A supporting statement explaining why you are interested in this role, detailing why you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than two pages;

Please send your application, by email to: [info@sportworks ltd.co.uk](mailto:info@sportworks ltd.co.uk)

Applications must be received by 8:00 am on Friday 6<sup>th</sup> March, 2020.

Please ensure we receive your application in good time. If you do not receive confirmation of receipt within 24 hours of sending, please call us on 0191 5800 120.

Interview dates: throughout March 2020

Shortlisted candidates will be invited to an interview with a recruitment panel comprising members of our Board and our Group Director. The panel will make recommendations to the Board for consideration at the Board meeting in April.

We are keen to make our recruitment process as accessible as possible for you. Please contact us if there is any additional support we can give or particular adjustments we can make (for example: information in alternative formats or any access requirements for attending our interviews).