

A photograph of two young women playing wheelchair basketball. They are wearing orange and green jerseys. The woman on the left is smiling and looking towards the right. The woman on the right is also smiling and looking down. They are holding basketball handles. In the background, another person in an orange jersey is visible. The scene is outdoors on a paved court.

Chair Recruitment Pack

County Durham Sport

Chair Recruitment Pack

April 2020

Your Application

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

In order to apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the role profile and person specification – we recommend that this is no longer than three pages;
- The declaration form – completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity.

Please indicate on the declaration form if you cannot attend any of the interview dates.

Please note that applications can only be considered if all the documentation is complete. Please submit your completed application documents to hello@countydurhamsport.com

Timetable

Applications must be received by midnight Thursday 4th June.

Invitations to interview will be made during the week of 8th June.

Interviews will be held on the 18th June 2020 by panel video conference.

Beth Donkin

Business Manager

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Welcome Note

Thank you for your interest in County Durham Sport.

We are delighted you are interested in this exciting post to drive the Active Partnership forward and fulfil our vision and mission. County Durham Sport (CDS) is one of 43 Sport England funded Active Partnerships. In County Durham, CDS operates as an independent company, with charitable status. Our role is to support, influence and improve the local delivery system for sport and physical activity and inspire people to get active and stay active.

CDS has a passionate belief that everyone is able to improve the quality of their life through involvement in sport and physical activity. The partnership's ambition is to inspire, build and connect stronger pathways for sport and physical activity in County Durham and encourage our local sector to reflect the needs, aspirations and requirements of the people and communities we serve.

The Chair leads the Board and holds the partnership to account for performance against strategic objectives. As such, we are looking for a strong leader who understands both the benefits of physical activity and its contribution to improving health, social and economic outcomes. The Chair will also understand the key role the Active Partnership can play in improving the local infrastructure and will build upon, and advance, the excellent relationships we currently have with our public sector partners in Health, Durham County Council, Education and schools as well as with our partners in the University, community and third sectors.

Working with the Managing Director, the Chair will also have strategic oversight of the organisation: ensuring good governance, that the organisation is well respected nationally and locally, that it remains committed to continuous learning and is operating to excellent standards.

If you believe you have the skills and commitment to help us fully realise our vision, then we would love to hear from you. We will be happy to answer any additional questions you may have, and would be delighted to have an informal discussion with any potential applicant.

Nigel Barton

Chair

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Maxine Rhodes

Managing Director

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About County Durham Sport

County Durham is a large and predominantly rural county, though includes coastal and urban areas too, and whilst having a relatively complex cultural, social and industrial heritage, it has a strong sense of community identity. The population of County Durham is currently 513,000, living across 862 square miles.

County Durham Sport (CDS), is one of a network of 43 Active Partnerships nationally, funded by Sport England and other local partners. CDS is an independent organisation, with charitable status, which works closely with national, regional and local organisations to support people to get and stay active as part of a healthy lifestyle.

Vision: Everyone able to improve the quality of their life through involvement in sport and physical activity.

Mission: To inspire, build and connect stronger pathways for sport and physical activity in County Durham by being a proactive, respected, inclusive and quality assured partner.

There has been an active partnership within County Durham since 1998. In 2016 the active partnership transferred from a hosting arrangement within Durham County Council, to become an independent charity and company limited by guarantee. More details of CDS can be found on the website: <https://www.countydurhamsport.com/>

Approximately 88% of County Durham Sport's income is currently received from Sport England. The team consists of a Managing Director, Office Manager and roles covering community engagement, communications and marketing, partnerships and workforce development. We are currently involved in a number of projects, including delivering to schools/clubs, improving the capacity of the sports sector workforce and supporting disadvantaged communities with our partners in the public/third sector, universities, and across the region. Most recently we have submitted (with Durham University and institutions across Europe) an Erasmus project to improve community capacity within sports groups.

CDS is passionate about the power and positive impact that sport and physical activity can have in improving people's lives and on the communities in which they live. We support change in the sector by:

- influencing and improving the local delivery system
- brokering relationships and partnerships for better investment and interventions
- acting as advocates, communicating with local people and communities.

Ultimately, our aim is to inspire people to become active and stay active.



Sport England works with and invests in Active Partnerships to support the delivery of its strategy: Towards an Active Nation. The central plank of Sport England's funding into Active Partnerships for 2017-21 is the 'Primary Role'. The purpose of this investment is to ensure an England-wide network of organisations who help identify the best opportunities to maximise impact for their communities against the Government's outcomes for sport and physical activity, through:

- a strong granular understanding of the place and people;
- an ability to broker and facilitate a much wider range of relationships;
- where necessary, supporting projects and relationships on Sport England's behalf, and
- supporting local authorities by consent.

CDS works closely with Durham County Council, which plays a fundamental role in ensuring the wellbeing of its communities and residents. This role this has been strengthened in recent years with the return of the Public Health function into the Council. The Council maintains a strong interest in sport and physical activity, valuing the contribution that it can make to enhancing community wellbeing. It invests circa £24million each year into its Culture and Sport service, a significant element of which is utilised to support built assets and community services that encourage an active population.

For further details on our organisation please visit <https://www.countydurhamsport.com/>



Role Profile

In addition to fulfilling the requirements of the role of Board Member, the Chair plays a lead role in shaping the Board's development as a strong team, working in a complementary way with the Director's leadership of their team, to encourage quality discussions and debate.

Core Responsibilities:

Strategic direction:

- Provides strategic leadership to the Board and to the organisation as a whole, working with the Director to ensure that the design of the Board's work supports achieving County Durham Sport's outcomes.
- Ensures the Board sets County Durham Sport's vision, mission, values and standards and that its obligations to its stakeholders and others, including any funders, are understood and met.

Effective governance:

- Ensures that the Board delivers its key strategic role and provides effective governance of the organisation, securing its viability and sustainability, and looking to maximise its effectiveness, within the scope of its Terms of Reference.
- Promotes good governance and ensures that County Durham Sport's affairs are conducted in accordance with generally accepted codes of performance and propriety.
- Contributes to the effective governance of County Durham Sport through membership of any committees or sub-groups.

Promoting the organisation:

- Contributes to the promotion and positioning of the organisation with a wide range of external stakeholders.

Ambassadorial role:

- Acts as an ambassador for County Durham Sport externally and helps build its brand and public image, ensuring an effective local and regional profile in consultation with the Director.
- Represents County Durham Sport with key stakeholders, such as Sport England or other influential decision-makers.
- Attends ad-hoc meetings as required (for example stakeholder meetings) to promote the values and purpose of the organisation.

Conduct of the Board's business:

- Ensures that the business of the Board is conducted efficiently.
- Ensures that Board members are given the opportunity to express their views and their views are sought before important decisions are taken.
- Deals with Board papers and items associated with the function of chairing Board meetings, including development of the agenda and Forward Plan with the Director.

- Ensures that the Board receives professional advice when it is needed from external sources.
- In the case of urgent business occurring between meetings, takes necessary decisions on behalf of the Board, in accordance with agreed urgency arrangements.

Working with the Managing Director:

- Ensures that a constructive working relationship is established with and support provided for the Director.
- Ensures that the Board make proper arrangements to appraise the performance of the Managing Director, to set objectives and to determine the remuneration for this role.
- When necessary (e.g. following a resignation) ensures that any new Managing Director is recruited in a timely and orderly manner in line with the Active Partnership's employment policies.

Developing the Board team:

- Considers what the business needs from non-executive skills and take an active role in Board renewal, recruitment and succession planning.
- Ensures that annually the performance of individual Board members, including the Chair, and the Board's collective performance, is evaluated.
- Establishes a constructive working relationship with the Senior Independent Director.

Personal Specification

In addition to fulfilling the requirements of a Board Member, the Chair will demonstrate the following:

Core Competencies:

Leadership: Exceptional leadership skills. Ability to inspire confidence.

Strategic thinking: Demonstrates strategic vision, thinking, foresight and insight. Can encourage the Board to think about the level of risk it can entertain to achieve organisational objectives and has ample experience of business planning and review.

Judgement: Proven track record of providing clear, independent, balanced advice and guidance with the ability to challenge constructively.

Ability, Skills and Knowledge:

- Experience of chairing Boards or committees and knowledge of good governance.
- Proven track record of leading an organisation or having high level management experience in the commercial, educational, public or voluntary sector.
- Understanding of the physical activity landscape and the issues currently influencing it.
- A strategic thinker, who can apply creative and imaginative solutions, with good judgement and a commitment to results.
- Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging 'cabinet style' decision making.
- Financial proficiency and IT literate. Good background in corporate skills.

Personal Attributes:

- Commitment to County Durham Sport
- Integrity and Credibility
- Willingness to devote the necessary time and effort to the role
- Effective self-management skills
- A strong and clear commitment to equality and diversity

Terms of Appointment

Position:

Independent Chair of County Durham Sport Board.

Eligibility:

The Chair of the Board should have in-depth knowledge and experience of the range of issues faced by County Durham.

As per all Board members, an Independent Chair must meet the eligibility criteria to be 'independent'. This is defined as being free from any close connection to the organisation and therefore, from the perspective of an objective outsider, they would be viewed as independent.

Examples of this close connection would include:

- They are or have, within the last four years, been actively involved in the organisation's affairs.
- They are or have within the last four years been an employee of the organisation.
- They have close family ties with any of the organisation's employees.

Remuneration:

This is a voluntary non-salaried position. Travel and other reasonable expenses will be reimbursed.

Time Commitment:

Any Board member role is a significant time commitment. You will be expected to attend meetings of the Board, and to devote adequate time to preparation for evening Board meetings, away days, committees, visiting projects, undertaking training and development events as appropriate, and to attend and participate in reviews linked to individual performance and that of the whole Board

As a minimum, attendance and preparation should be made for:-

- An induction training event
- A minimum of 4 board meetings annually
- regular meetings with the Director to monitor and support progress
- Two national meetings
- An appraisal meeting
- Completion of appraisal meetings for individual Board members
- Meetings, as required, with Durham County Council
- Supporting the Chair of the Strategic Committee

Terms of Office:

All appointments and re-appointments will be made in compliance with agreed stipulations regarding terms of office.

The Chair of the Board will normally be appointed for a 3-year period.

At the expiry of the period of office the Chair shall be eligible for re-appointment, subject to approval, for two further terms of up to 3 years each.

End of Term of Appointment/Re-appointment:

An individual shall cease to be the Chair if they:

- Resign in writing to the Managing Director.
- Are expelled from membership by a resolution carried out by a majority of no less than two thirds of those Board members voting of which due notice has been given. Grounds for expulsion must be specified in the notices calling the meeting and the individual must be given the opportunity to state their case at the meeting. Should they fail to attend with due notice given, the meeting may proceed in their absence.
- Have exceeded their term of appointment and/or re-appointment.
- The Chair has particular responsibility for providing effective leadership.
- The Chair will be the leading advocate for County Durham Sport.
- The Chair will manage the Board, set the agenda in conjunction with the Director, chair meetings, lead and facilitate agreement, negotiate and influence agreed outcomes, make statements, confirm decisions and communicate policy.
- The Chair will inspire new Board members and encourage them to use their influence and expertise for the advancement of County Durham Sport.
- The Chair will ensure the Director is supported and managed.
- The Chair will be supported by the Senior Independent Director (SID) in undertaking the above roles.

Location:

Board meetings and events will be held throughout County Durham region.