

Herts Sport and Wellbeing Foundation currently has 4 Trustees who have supported the Foundation from inception through to its current developing role. A number of the current Trustees will be leaving the Foundation in the coming year (to take up other roles) and we are looking to recruit a new Chair and a number of new Trustees (including Treasurer) to help shape the Foundation in our new phase of development.

## **About Herts Sport & Wellbeing Foundation**

The Herts Sport and Wellbeing Foundation was created to provide support, education, training and the opportunity to take part in sporting activities for individuals who struggle to access sport and physical activity - to improve physical health and wellbeing. We are a countywide charity reaching out to all communities and individuals in Hertfordshire.

Our Aim is to support improved quality of life through involvement in sport and physical activity. We do this by providing opportunities through involvement in sport and physical activity for all ages, whether it be through participation, volunteering, coaching or education opportunities. We achieve this through our work with other agencies (Welwyn & Hatfield Borough Council, North Herts District Council, Stevenage Borough Council, Finesse Leisure etc.), training opportunities, our own employment practices, the partnerships we are building across the county, and our capacity to support individuals to achieve their personal goals.

The Foundation was registered as a charity in April 2014, under the auspices of Herts Sport Partnership – the lead strategic body in Hertfordshire delivering an inclusive, insight led and sustainable sport and physical activity sector in Hertfordshire. The charity has grown over subsequent years but still remains small enough to provide tailored and individual programmes – which is at the core of our vision.

The Foundation is now being recognised across the county as a source of expertise for disability sport - from our track record, the skills of our staff and our open commitment to 'practise what we preach' on a daily basis. As a result, the Trustees are in the process of changing the charity's name to Herts Disability Sport Foundation – although it should be clear that this will not alter our overall ethos of working with all groups who struggle to access sport and physical activity.

HSWF currently has one full time and 11 part-time staff who deliver to groups across the whole of Hertfordshire using facilities such as Stanborough Park (boating is a particular favourite with clients!), Letchworth Free Church (working with North Herts Day Services) and Stevenage Leisure Centre. Current projects include;

- CSAF Sport England funded Day Services project,
- InstructAbility placements and continued support of graduates,
- Open sessions to engage with individuals in the community,
- Paralympic roadshows with primary schools across Hertfordshire,
- Bespoke individual requests e.g. Duke of Edinburgh Bronze expedition for a young lady with a disability,
- Easy Rider inductions at Stanborough Park,
- Specialist advice e.g. support for people looking to buy a bike.

As Herts Disability Sport Foundation, we aim to strengthen our current partnerships across the county, develop our fundraising activities and raise our profile as a source of expertise for sport for all.

## **Safeguarding and Eligibility to become a Trustee**

As an organisation that works with potentially vulnerable adults and children we have a strong focus on our safeguarding duties. Potential candidates should be aware that all Trustees will be required to undergo checks through the Disclosure and Barring Service (including the barred list). We will also undertake a full check of any potential candidates to ensure they are not disqualified under the Charities Act.

## **Equal Opportunities**

Herts Sport & Wellbeing Foundation believes that everyone has their own skillset to offer and we truly value having a wide variety on the trustee board to provide a creative balance of ideas. Our current trustees have expertise in vast areas from business and finance to sports development. While we would welcome applicants with any skillset, we particularly welcome applications from people with an interest in or experience of The Herts Sport & Wellbeing Foundation, sport as a means of improving quality of life for all, and inclusion. We welcome applications from disabled people.

## **Minimum commitment Level Required**

- Attendance at Quarterly meetings (lasting between 2 and 3 hours per meeting).
- Commitment to reading all related papers in preparation for meetings.
- Attendance at one or more social, educational or fundraising event per year.

## **ROLE OF TRUSTEES**

This role offers an opportunity to make a real contribution to the development of sport provision in Hertfordshire for clients who face difficulty in accessing standard services; by shaping the Foundation in the new phase of its work. Trustees will actively contribute to the development of the Foundation through:

1. Ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document and appropriate legislation.
2. Ensuring that the Foundation pursues its object as defined in its governing document and develops a strategic plan to those ends, which is monitored and reviewed on a regular basis by Trustees; for compliance, financial probity, quality of service and the effective and efficient use of resources.
3. To actively promote the work of Herts Sport and Wellbeing Foundation and safeguard its good name and values by acting as an ambassador of the organisation.
4. To protect and manage the property of Herts Sport and Wellbeing Foundation and to ensure the proper investment of Herts Sport and Wellbeing Foundation's funds.
5. To review and monitor the Foundation's internal structure and HR systems and processes, including line management of senior staff.
6. In addition to the above statutory duties of all Trustees, each individual Trustee should use any specific knowledge or experience they have to help the Board reach sound decisions. This will involve considering papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of Herts Sport and Wellbeing Foundation work in which the Trustee has special expertise.
7. Ensuring the Foundation's governance is of the highest standard as outlined by the UK Charity Commission's standards of good governance.
8. Adhering to Nolan's Seven Principles of Public Life.

## **TRUSTEE PERSON SPECIFICATION**

Trustees should possess the following attributes:

1. A commitment to the Aims and Objects of Herts Sport & Wellbeing Foundation.
2. A willingness to devote the necessary time and effort.
3. Integrity.
4. Strategic vision.
5. Good, independent judgement.
6. Ability to listen sensitively to the views of others, inside and outside the board and to work well with difference, be a team player and gain the trust and respect of other board members.
7. An ability to think creatively.
8. Openness to reflect and learn as a trustee.
9. Experience of chairing and/or participating in meetings, ideally at a Senior Level.

10. Experience of the development of policy, strategic plans and developing or monitoring management plans.
11. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

In addition the Board would be particularly interested in candidates with skills and experience in the following areas:

- Finance.
- Fundraising.
- Human Resources.
- Legal.
- Marketing & PR.
- Quality Assurance.
- Strategic Development.
- User of Services.
- Disability Sport and Physical Activity

Please identify on your application form the skills, attributes and experience you feel you possess, which would make you particularly suitable for the role of Trustee.

We would be particularly pleased to receive applications from candidates willing and able to take on the role of Chair of the Board of Trustees or Treasurer. The additional duties and requirements of these roles are outlined below.

## **ROLE OF THE CHAIR**

1. To provide effective leadership and management of the Board, ensuring that the Board fulfils its responsibilities for the governance of Herts Sport and Wellbeing Foundation, and upholds Herts Sport and Wellbeing Foundation's Ambitions and Strategic Priorities.
2. To lead the Board in setting and monitoring the strategy and policy of the organisation.
3. To ensure the long-term viability of Herts Sport and Wellbeing Foundation, working closely with other Trustees and senior staff; and to ensure that the Board considers the key risk factors facing Herts Sport and Wellbeing Foundation on a regular basis.
4. To lead the self-appraisal of Trustees and the overall review of the Board's performance as a whole.
5. To plan the annual cycle of Board meetings, set agendas and Chair and facilitate meetings, monitor decision taken at meetings and ensure they are implemented
6. Lead and mentor other Board members (including the Treasurer) to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.

## **CHAIR PERSON SPECIFICATION**

In addition to the attributes applicable to a Trustee;

- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Successful experience as a senior leader within a medium sized (or larger) organisation with a track record of successful strategic decision making and implementation.
- Experience of building and developing successful partnerships, alliances and working relationships with a range of organisations while managing competing stakeholder priorities.
- Ability to balance tact and diplomacy with a willingness to challenge and constructively criticise.
- Prior experience of trustee work would be an advantage.

## **ROLE OF THE TREASURER**

1. Monitor the financial standing of the charity and report to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
2. Oversee the charity's financial risk management process and report financial health to the Board of Trustees at regular intervals.
3. Act as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
4. Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

## **TREASURER PERSON SPECIFICATION**

In addition to the attributes applicable to a Trustee;

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.

## **Remuneration**

There is no remuneration for the role of Trustee, although reasonable expenses will be paid if requested.

## **Term of appointment**

Under the Foundation's constitution, the Trustees are not currently limited by a particular term of office.

## **Application Process**

If you are interested in becoming a Trustee and you think you have the skills and experience we are looking for, please contact Ros Cramp [ros@hswfoundation.org.uk](mailto:ros@hswfoundation.org.uk) to arrange an informal chat about the charity and the work we do.

Please complete the application form (see advert) and attach a copy of your CV, then send to:  
S Bates, Charity Secretary, c/o Knights Templar School, Park Street, Baldock, Herts SG7 6DZ

Shortlisted applicants will be invited to an interview on **Friday 29<sup>th</sup> September 2017**.

## **Closing Date**

Closing date for applications will be midnight ***Sunday, 10<sup>th</sup> September 2017***