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**Kent & Medway Sports Board**

**BOARD RECRUITMENT PACK**

**2016-2017**

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**Kent & Medway Sports Board**

***Changing lives through sport and physical activity…***

The Kent & Medway Sports Board independently provides good governance for the work of Kent Sport, the County Sports Partnership (CSP) hosted by Kent County Council. It also oversees the delivery of the Strategic Framework for Sport and Physical Activity for the county provided and co-ordinated by the Kent Sport staff team.

This is an exciting time of transition with new Government and Sport England Strategies focusing on health, well-being and tackling inactivity and providing opportunities for under-represented groups to participate in sport and physical activity. We are currently refreshing our own Strategic Framework to deliver against these agendas.

To complement this change, the Board is being restructured from April 2017 and is looking to recruit new high performing individual members with experience of a range of sectors including commercial, health and social care (including Clinical Commissioning Groups and/or GPs), the voluntary and community sector (VCS) and community development.

We are also particularly interested in individuals who have the skills, experience and knowledge of business development, income generation and working with disadvantaged communities and under-represented groups. Prospective Board Members will demonstrate a strong commitment to sport and physical activity coupled with networking and influencing skills and the ability to think creatively and strategically.

The Kent and Medway Sports Board is actively seeking a diverse membership and particularly welcomes applications from anyone who can meet the criteria, regardless of gender, gender identity, race, age, disability, sexual orientation, marital status or religion.

This is an exciting opportunity to influence the way sport and physical activity is developed across Kent and Medway - delivered through high quality programmes and helping to improve the health and social development of our communities.

For further information about joining the Board please contact Kevin Day, Sport and Physical Activity Manager and CSP Director on 03000 411936 or [kevin.day@kent.gov.uk](mailto:kevin.day@kent.gov.uk).

Closing date: **12noon on Friday 6 January 2017.**

Application forms and details are available *via this link:* [www.kentsport.org/jobs](http://www.kentsport.org/jobs)

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**Kent & Medway Sports Board**

**Role Description – Board Member**

**Title**

Board Member.

**Eligibility**

Board Members should, preferably, either live or work within Kent (as defined by the Kent County Council and Medway Council area). See below for Further Information

**Remuneration**

These are non-salaried positions. Travel and other reasonable expenses will be reimbursed.

**Location**

Partnership meetings and events will be held throughout Kent.

**Term**

Four years with the opportunity to be considered for reappointment for a second term of four years

**Time commitment**

As a minimum, attendance and preparation for:

* An induction training event.
* A minimum of four meetings of the Board annually.
* Up to Two Partnership events annually.
* Act as Board Champion, Chair, or represent the Partnership, on time limited working groups or at conferences and launch events, etc.

Other appropriate contributions will be considered and agreed following appointment.

**Purpose of role**

The main duties of Board Members include:

* + - Providing strategic leadership and being a visible role model for the Partnership.
    - Contributing towards making the Board a high performing team.
    - Championing a discrete portfolio, thematic area or aspect of the business plan.
    - Contributing towards ensuring that the Partnership is fit for purpose and continuously improves.
    - Supporting the Partnership’s Chair, Director and management team.

**Main responsibilities**

The main responsibilities of the Board Members include:

* **Strategy development:** Actively and constructively contributing to and challenging development of the Partnership’s strategy and business plans.
* **Decision-making:** Ensuring that, in reaching a decision, the Board takes into account any relevant guidance issued by regional and national agencies as well as recommendations from Partnership officers.
* **Delegated authority:** Ensuring that the Board operates within the limits of its delegated authority. Board members do not have any individual delegated authority.
* **Financial scrutiny:** Ensuring that administrative and other systems of financial control are rigorous and constantly maintained, monitored and developed.
* **Risk management:** Ensuring that risk management systems are robust and defensible so that major risks are identified and appropriately managed.
* **Policy setting and endorsement:**  Setting policy and ensuring that operational management of the Partnership is carried out in accordance with the policies and procedures of the Partnership and its host agency.
* **Overseeing results:** Ensuring the delivery of planned results by monitoring and evaluating performance against agreed strategic objectives and targets.
* **Contributing to the work of the Board:** Providing effective leadership, contributing to the work of a high performing Board, and being an active team member.
* **Supporting the Chair, other Board Members, Director and other management staff.**
* **Being an advocate for Kent Sport:** encourage member agencies to support, and invest in, the Partnership.
* **Planning and monitoring:** Read and respond to the Partnership’s policies, plans, reports and proposals.
* **Code of conduct, duties and personal liability:** Abide by the code of conduct for all Board Members.

**Equality & Diversity**

The Kent & Medway Sports Board is committed to equal opportunities and encourages applications from anyone who can meet the criteria, regardless of gender, gender identity, race, age, disability, sexual orientation, marital status or religion.

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**Further Information**

1. **Eligibility**

Prior to being formally appointed applicants will need to confirm that they are eligible to be a Board Member. You will not be able to apply if you:

* have an unspent conviction for an offence involving dishonesty or deception;
* are currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order;
* have an individual voluntary arrangement to pay off debts with creditors;
* are disqualified from being a company director;
* have previously been removed as a trustee or Board member by either the Charity Commission or the High Court due to misconduct or mismanagement.

You will also not be able to apply if you are:

* under the age of 18;
* not entitled to live and work in the United Kingdom

**2. Development**

On successful appointment to the Board, you will be asked to undertake a skills audit. We will have a full-day Board member induction session which you will be required to attend. You will also be asked to participate in an annual Board appraisal exercise and to make use of appropriate Board Governance development opportunities, such as those provided by the County Sports Partnership Network.

1. **Selection & appointment**

Suitable Applicants will be invited for an informal interview with the Chairman, other Independent Board Members and the County Sports Partnership Director.

Appointments will be made subject to receipt of satisfactory references, which will only be taken up if an applicant is asked to be Board Member.

1. **KEY DATES**

Closing date **12noon on Friday 6 January 2017.**

Interviews are to be held in mid to late January 2017/early February 2017 with appointments made by mid-February 2017.

The first meeting of the new Board will be at 10am on Tuesday 11 April 2017.

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**Kent & Medway Sports Board 2017**

APPLICATION FORM

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| **PERSONAL DETAILS** | | |
| **Name:** |  | |
| **Telephone numbers:** | Home: | Mobile: |
| **Email address:** |  | |
| **Postal Address:** |  | |
|  |  | |
|  |  | |
| **Postcode:** |  | |
| **DETAILS OF EXISTING WORK AND/OR VOLUNTARY COMMITMENTS** | | |
|  | | |
| **RELEVANT SKILLS & EXPERIENCE** | | |
|  | | |
| **REASONS FOR APPLYING TO BECOME A BOARD MEMBER** | | |
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| References - please include contact details (phone number and email address) for two people who can act as a referee in support of your application |
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How / where did you find out about this opportunity? …………………………………………………………………………………

Signed……………………………………………………………………………… Date………………………………………………………

Please return this application form by 12noon on Friday 6 January 2017 to:

Kevin Day

Sport and Physical Activity Service Manager and County Sports Partnership Director

by e-mail to:

[kevin.day@kent.gov.uk](mailto:kevin.day@kent.gov.uk)

or by post to:

**Kent Sport,** **Worrall House, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE**.

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