**Wesport Seeks New Chairperson and Trustees**

The West of England Sport Trust (Wesport) is a Registered Charity (1114495) & Company Limited by Guarantee (05794916) and fulfils the role of the Active Partnership for the West of England, which covers Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire, working with a network of organisations across this area.

There are 43 Active Partnerships across England, all of whom are linked together via the Active Partnerships National Network.

Wesport’s vision is: Improving lives in the West of England through championing, developing, and delivering sport & physical activity

The mission is to: Create, Inspire, and Empower through Sport & Physical Activity

This describes what Wesport aims to achieve in the long-term and serves as a guide for choosing their current and future courses of action.

Wesport aims to coordinate and support a range of organisations to improve the delivery of sport and physical activity initiatives, in order to have a positive impact on the lives of people and communities of the West of England. Wesport’s role requires significant networking and a collaborative approach linking sporting, cultural and business outcomes.

Wesport is seeking to add to its existing Board of non-executive, independent[[1]](#footnote-1) Trustees to broaden the skills of the governing body. This is a voluntary role requiring approximately 1-2 days per month of Trustee time to fulfil role responsibilities.

**THE RECRUITMENT PROCESS**

Moon Executive Search has been appointed as chosen Search Partner to Wesport and will manage the recruitment process. **Please note that all direct applications will be forwarded to Moon Executive Search.**

If you are interested in applying for a position on the Wesport Trust Board, please complete & return by email the Wesport Trustee Application Form, enclosing your C.V. or biography together with a supporting statement, explaining your motivations for applying for the role & any relevant information supporting your application.

A role description and person specification have been developed to help you with this process.

If you would like an informal discussion regarding the role, please contact Sandy Hinks on 07947 519 716 or email sandyhinks@moonexecsearch.com. Also, please visit the website: [www.wesport.org.uk](http://www.wesport.org.uk)

Moon Executive Search is an equal opportunities employer and welcomes applications from all areas of society. Wesport is committed to creating and sustaining a fully inclusive & diverse culture. We welcome applicants from all backgrounds and communities. Please see our Equality Policy for further details <http://www.wesport.org.uk/about-us/our-work/>

**Completed Applications with CV’s and EOI should be sent by email to:** [**sandyhinks@moonexecsearch.com**](mailto:sandyhinks@moonexecsearch.com) **Quoting reference: MC02091 “WESPORT”**

**Chair & Trustee Role Description**

**Introduction**

The role of a Trustee is determined largely by the requirements of Charity and Company law. In order to carry out the duties and responsibilities contained in this legislation a Trustee needs to understand what the organisation aims to do and why, and be able to offer sufficient time to achieving them. Trustees are accountable to the membership of the Trust, and more generally to the Charity Commission and the wider public in the community Wesport serves.

**Wesport Non-Executive Independent Trustee Role**

As a Wesport Trustee you will be individually and collectively responsible (as part of the Trust Board), in a non-executive capacity for the overall governance and strategic direction of Wesport. You will develop the Trust’s aims, objectives and goals in accordance with the Articles, Memorandum of Association and other regulatory and legal guidelines.

**Main responsibilities**

* To determine the overall direction and development of Wesport through good governance
* To ensure that the policies of, and delivery by, the Trust match its Charitable objectives.
* To ensure the Trust has a clear purpose, vision and strategic direction, and is focused on achieving these
* To safeguard the Trust’s good name and values
* To further the strategic objectives of Wesport, acting in the best interests of the Trust at all times and supporting its development through participation in agreed projects
* To act as a guardian of the Trust’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application
* To ensure that the Trust’s governance is of the highest possible standard
* To work in partnership with other Trustees, the Chief Executive and other senior staff
* To advocate for and represent Wesport positively at meetings, events or conferences.

**Main Duties**

* To work with the senior team of the Trust to develop the future direction, including contributing to setting policy and strategic direction, the annual work plan, defining goals, setting targets and evaluating performance
* To oversee sound financial management of the Trust’s resources, ensuring expenditure is in line with objectives and that investment activities meet accepted standards and policies
* To monitor the actions of Wesport staff and to support them in the achievement of their work objectives
* To consider any other matters that affect the work, performance and standing of Wesport
* To hold the Chief Executive accountable for the achievement of the organisation’s objectives, and provide them with regular, constructive feedback on both management and overall achievement
* To support any actions required in order to achieve and maintain an appropriate level of diversity within the Trust Board and Senior Leadership of the Trust, as per the Board Diversity Action Plan & the Equality Policy of the Trust

**Occasional Duties**

* To appoint the Chief Executive, to set their terms and conditions and to ensure that Wesport and the appointee invests in ongoing professional development, and considers effective succession planning
* To reflect annually on the Trust Board’s performance and your own performance as a Trustee.
* To support the staff when requested, sharing expertise, as a member of a working group or in other appropriate ways
* To be prepared to act as a spokesperson when asked by the Chief Executive, working within an agreed brief, and to attend events as an ambassador for Wesport, to network and promote the work of the organisation
* To assist with fundraising by speaking, networking and otherwise seeking donations and other funding opportunities in conjunction with staff and volunteers as appropriate

**Board Responsibilities**

* To attend **all** meetings of the full Trust Board, which are held at least four times each year, preparing for, and taking a full part in meetings. This will require the use of a Trustee’s specific skills, knowledge and experience to:
  + Scrutinise Trust Board papers
  + Lead discussions
  + Identify and focus on key issues
  + Provide guidance on new initiatives and other issues in which the Trustee has special expertise
* To serve, at the request of the Trust Board (and by agreement) on Committees and Panels of the Trust as they develop / are required
* To serve, at the request of the Trust Board (and by agreement), as a Portfolio Holder for a specific area of the Trust (e.g. Finance / Safeguarding / Equality / Risk etc)
* To maintain absolute confidentiality of sensitive / confidential information received in the course of the Trustee’s responsibilities to Wesport
* To act in the best interest of Wesport at all times

**The Role of the Chair**

* Leading and managing the Wesport Trust Board including chairing meetings
* Liaising with the Chief Executive to ensure that the Board actively and comprehensively

manages the Company’s business

* Ensuring that the Board and the Chief Executive carry out the legal responsibilities

relating to a company limited by guarantee & a registered charity, its work and its staff

* Promoting and working as an advocate of the role and objectives of Wesport
* Building and maintaining working relationships with a range of key partners and

stakeholders from the public, private and third sectors

**Term of Office:** 3 years (renewable a maximum of 2 times, so a total of 9 years of service). This is subject to approval from the Board of Trustees.

A person specification is included on the next page.

**Person Specification**

Wesport is seeking new non-executive independent Trustees with skills, knowledge and experience that will add to the expertise of the existing Trust Board.

The following core areas are sought as **essential**:

**Knowledge & Experience**

* Leadership/resource/people management, **or**
* Leading Strategic planning from a senior management role, **and**
* Knowledge of the West of England within own industry sector

**Skills**

* Ability to communicate effectively both orally and in writing at all levels
* Able to think objectively and make sound, independent judgements

**Personal Qualities**

* Commitment to the organisation and alignment with its purpose and vision
* An understanding of equity, safeguarding, and inclusion
* Willingness and ability to devote the necessary time and effort to the work of Wesport
* Strategic vision
* Good, independent judgement
* Ability to think creatively
* Ability to work effectively as a member of a team
* Ability to offer strong support to staff, while standing back from everyday activities.
* A positive & proactive approach to the role

In addition to the above, the following areas have been identified as desirable areas of expertise we are particularly interested in recruiting to our Trust Board:

* Finance / accountancy
* Fundraising (charitable, commercial and / or grants)
* Marketing / Public relations / social media
* Legal
* Health and / or social care
* Human Resources
* Education
* Sports background (elite, volunteer and / or coaching)
* Experience of working with traditionally "hard to reach" groups
* Community development
* Personal development
* Public sector knowledge / engagement

Applicants with broad experience across a number of the above areas, or with a high level of specialist knowledge in the key areas of finance, marketing, health, legal or sport at policy making / elite level will be considered.

As part of the appointment process, all Trustees are asked to sign a Wesport Trustee Code of Conduct, as well as a Declaration of Good Character.

1. Independent as per the Sport England A Code For Sports Governance definition: “a person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be ‘independent’ even if they are a member of the organisation and/or play the sport. Examples of a ‘close connection’ include:

   (A) they are or have within the last four years been actively involved in the organisation’s affairs, e.g. as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country;

   (B) they are or have within the last four years been an employee of the organisation; or

   (C) they have close family ties with any of the organisation’s directors or senior employees” [↑](#footnote-ref-1)