

## Role Description

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**Job Title:** Trustee (3x positions)

**Job Holder:** To be confirmed

**Reporting To:** Chairperson of the Board

**Location for Trustee Meetings:** West Midlands

**Position Type:** Voluntary (expenses paid)

**Duration:** 3 Year term upon appointment

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### Background:

The British Gymnastics Foundation, established in June 2014, believes that gymnastics has the power to transform lives. The charity exists to create opportunities through gymnastics, to bring real improvements to the lives of people and communities most in need. As a charity, the Foundation always strives to carry out its work whilst exemplifying its charity values; to be caring, innovative, accountable, collaborative, responsive and inclusive.

The British Gymnastics Foundation has three strategic priorities:

- **Operational Capability:** To secure the resource necessary to sustain & develop the good work of the charity in line with our ambition.
- **Programmes:** To deliver high quality public benefit programmes which are proven to transform lives.
- **Positive Recognition:** To gain wide public recognition for the good work the charity does.

The British Gymnastics Foundation has four focus areas for its public benefit work. These are: disability, hardship, schools and community. Within these four focus areas of work, the Foundation always uses gymnastics as the central component of its programmes; transforming lives in a unique way that only gymnastics can achieve.

As a charity, the British Gymnastics Foundation's success is dependent upon its ability to generate income to resource the public benefit programmes which it delivers. We are seeking up to three Independent Trustees to complement our existing Board of Trustees and help us to drive forward our work; resourcing us for the future and helping us to maximise the potential of our work to transform lives.

The British Gymnastics Foundation welcomes applications from all suitably qualified people who are passionate about helping us make a difference. With the appointment of new Trustees, we are also hoping to actively increase the diversity of our Board.

### Scope:

The candidate will have a strong commitment to supporting and driving an inclusive agenda; and have a myriad of experiences across either business, sport or both. For any candidates not possessing sports sector experience, we can certainly support you to develop sports sector knowledge and experience in this role.

The candidate will provide comprehensive support and add value in some or all of the following areas: **Audit, Risk Management, Financial, Governance and Legal.**

The candidate will represent the British Gymnastics Foundation as an Independent Trustee and an ambassador at external events, actively promoting the Foundation's work.

**Key Responsibilities:**

Trustees are expected to abide by the British Gymnastics Foundation Trustees’ Code of Conduct. Trustees take responsibility for four key areas:

**Strategy**

The Board of Trustees ensure that British Gymnastics Foundation’s charitable objects are understood and adhered to. The Board of Trustees sets the company’s strategic aims and ensures that the necessary human and financial resources are in place for the Foundation to meet its aims. The Board of Trustees carry out an annual review on British Gymnastics Foundation’s strategy and work programme.

**Performance**

The Board of Trustees monitors the performance of British Gymnastics Foundation against its strategic aims.

**Risk**

The Board of Trustees provides leadership of British Gymnastics Foundation within a framework of prudent and effective controls, which enable risk to be assessed and managed. Trustees should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.

**People**

The Board of Trustees scrutinises the performance of British Gymnastics Foundation’s seconded staff to ensure they meet agreed goals and objectives and provide timely reporting on activities.

**Key Challenges in Delivering the Role:**

- This is a part-time, voluntary role that will require flexibility around working hours on occasions.
- The role requires the candidate to attend four Trustees’ Meetings per year, at which there is an expectation to show leadership in stimulating discussion and ideas within Board meetings.
- Keeping up to date with relevant legislation and governance requirements in order that British Gymnastics Foundation is compliant in the operation of its work.
- Manage and declare conflicts between duties to the British Gymnastics Foundation and any personal interests or duties to others.

**Relationships and Interfaces:**

- Report to the Chairperson of the Board.
- Liaison with all Board members, the Head of the Foundation and external stakeholders.
- Close working relationship with the relevant members of the Senior Management Team.

**Person Specification:**

Essential	Desirable
<p><b>Skills:</b> Strategic thinking; collaborative working; drives performance; acts decisively</p> <p><b>Experience:</b> Held previous professional positions with proven track record for success in specialist field.</p> <p><b>Personal Qualities:</b> Tenacity; senior credibility; professionalism; confidence to challenge; strategic outlook</p>	<p><b>Knowledge:</b> Knowledge and experience of the sports sector and third sector would help in understanding the landscape the Foundation predominantly operates in.</p> <p><b>Experience:</b> Experience in sports, charity or business administration at a managerial / strategic level. NB: Sports sector experience may help in the role, but if you have not got experience in this area, we can support you with this.</p> <p><b>Personal Qualities:</b> Demonstrable enthusiasm for sport and its ability to transform people’s lives</p>