

Chair – Track Academy

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Home based – Annual July sporting event attendance optional but desirable Office Trustee or office meetings adhoc
Time commitment:	[6 Board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive, and also represent the Charity at various events and meetings with key stakeholders.
Reporting to	Board of Trustees (Executive Committee)

Job Description

Track Academy is made up of former international athletes, coaches, mentors, teachers, business professionals and passionate volunteers.

We are mothers, fathers, brothers, sisters, aunts, uncles, grandparents and friends who each play our part in making our community the best it can be.

Everyone in the Track Academy family shares a common belief; that sport and education are a match made in heaven and have the power to change lives for the better.

Through our innovative combination of sport, education and mentoring, Track Academy empowers young people to achieve outstanding and, more importantly, sustainable outcomes. We know this because, for some of us, it has been our story as well.

To gain a deeper understanding of our work, please read our latest Annual Report by clicking [here](#).

What we do...

We help disadvantaged young people in London realise they are more than the circumstances into which they were born. We do this by supporting them to fulfil their true potential and develop as positive members of their community.

Ours is a nurturing environment in which our young people can:

- build their confidence
- acquire new skill sets
- affirm their self-value
- support each other
- plan their future
- positively address inequality
- gain a sense of belonging
- become role models

Currently, we have 380 young student athletes who train and learn with us every week.

How we do it...

- Through three athletics sessions a week, 50 weeks a year, at the Willesden Sports Centre
- Over 350 young people make more than 50,000 visits to our sessions each year
- A wide range of education and tutoring workshops are provided, along with skills and training activities
- We offer group and 1:1 mentoring

Proven record

We help our young people build their confidence, and their faith in their own ability to positively affect their lives, both now and in the future. Our aim is to increase participants' academic performance and personal growth strategies, as well as their employment opportunities and physical health and fitness.

With a firm understanding of issues such as truancy, anti-social behaviour, poor discipline and concentration, and obesity, the Track Academy team has a proven record in delivery. What's more, we are well placed to continue delivering these desirable outcomes for the foreseeable future.

Objective for Role

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Principal responsibilities**Strategic leadership**

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the cause and the charity
- Maintain close relationships with key members of the Government and with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

Terms

The charity's Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.

In addition to chairing the main Board meetings, the Chair has the right to attend sub-committees, which all meet quarterly.