



# Active Sussex

## Trustee Recruitment Pack

Closing date: Monday 10 June 2024, 5.00pm





## Recruitment pack contents

Welcome from the Chair	2
About Active Sussex	4
Meet the Trustees	5
Current Vacancies	6
Key Dates & How to Apply	7
Role Profile	8
Person Specification	9
Role of the Board	10

If you require this document in alternative format please email [info@activesussex.org](mailto:info@activesussex.org)



## Welcome letter from the Chair



Dear Applicant,

Thank you so much for your interest in a position on the Active Sussex Board. The Board is made up of a group of volunteer Non-Executive Directors who commit time and energy to supporting the team that makes an impact on the lives and wellbeing of people from across Sussex. We bring a wide variety of backgrounds and experiences, but have the same passion and common interest in how we do this for the benefit of the organisation.

We know increased physical activity can have a transformational impact on people's lives, especially for those that move the least. Achieving this requires Active Sussex to be working at a system level with a wide and complex network of partners and stakeholders - from community engagement to strategic influence. As Trustees we are ambassadors, allies and influencers, and are committed to tackling inequalities and ensuring we prioritise removing barriers to participation in the systems which we work.

With several trustee terms coming to an end, including the Chair, we are now looking for new people to join our Board and support the Trust in delivering its strategy - Getting Sussex Moving - by addressing inequality and empowering everyone in Sussex to be active in a way that works for them.

The challenge is both great and complex, as those people who face the greatest health and economic inequalities across Sussex, are those least likely to be active.

On the following pages you will find information about Active Sussex, the positions available and the role of the Board, along with details of the selection process to assist you in completing your application. Please read the information provided in this pack as it will give you an insight into the skills and experience we are seeking and what to expect if you are successful. There is no right or wrong background for this voluntary role and we are keen to harness the passion and interest you have for the benefit of people in our county.



If you wish to have an informal discussion about the role/organisation or if you have any other questions to help you decide if this role is right for you, then details on how you can do this are provided. It is a real pleasure and honour to be interim Chair of the charity and it would be great to have you on board.

We look forward to hearing from you.

Yours sincerely,

**Diana Whitney** | Interim Chair of Trustees and Senior Independent Director



## About Active Sussex

Active Sussex is the brand name of the Sussex County Sports Partnership Trust (SCSPT), the countywide organisation for sport and physical activity recognised by the national body Sport England.

The Trust is a company limited by guarantee and a registered charity. It is one of 43 Active Partnerships across England and our main aim is to address inequality in the sector and empower everyone to be active in a way that works for them. The goal is that everyone across Sussex can access the health and wellbeing benefits of being active.

Active Sussex encompasses the counties of East and West Sussex, as well as the City of Brighton & Hove. We work with a variety of sectors, groups and partners who want similar outcomes. This includes the charitable, community and voluntary sector, including our activity providers; health and care partnerships and networks; those who support children and young people both within and outside educational settings; local authorities, including public health and wellbeing teams; parks and open spaces; leisure trusts and the gatekeepers to outdoor spaces.

Predominantly funded by Sport England, we contribute to the government's agenda to increase the number of people participating in sport and physical activity nationally.

Active Sussex's Board has been formed to independently oversee, scrutinise and guide the work of the Trust, to make decisions where appropriate, and to ensure good governance.

The Board also oversees delivery of the [Active Sussex 'Getting Sussex Moving' Strategy 2023-2028](#), with the executive team tasked with coordinating this work.

We look to encourage everyone to be active and stay active, but we understand certain groups of people face barriers to exercise. Therefore to make the most impact we focus on the following groups of people to tackle inactivity across Sussex: children and young people; older people; disabled people and people living with long-term health conditions; diverse and socially-excluded people in our communities.

Click on the picture below to watch a short clip, which gives a feel for the range of work that the trust undertakes. Please visit [The Active Sussex YouTube channel](#) for more.



## Meet the trustees

The current Active Sussex Board is made up of 10 trustees, and one ex-officio co-opted member of the board, with various personal and professional backgrounds. All come with their unique experiences and a range of skills to service the board and support the strategic direction and governance of the Trust.



You can read more about our current Trustees [here](#).



## Current vacancies

We are seeking to recruit three (voluntary) Non-Executive Directors, including an Independent Chair, who also act as charity trustees with the skills, experience and qualifications noted below:

- Financial Management and Accounting
- Human Resources
- Engaging and listening to communities

We are actively seeking new voices and of those who have faced inequalities and barriers to being active in Sussex. Training and support can be provided to help you excel as a trustee, so please don't be put off if you've never been a trustee before. We will work with applicants to make adjustments where needed to make it easier to become and be a trustee, so please get in touch if you would like to talk this through.

Active Sussex aspires to have a diverse Board, and welcomes applications from people who are involved (or would like to be) in our networks, particularly those from ethnically diverse communities, people living with a long term health condition and/or disability and self-identifying women. In general, less than 3% of charity trustees are under 30 and as such may be missing young people's perspectives, we encourage young people (over 18) to apply to increase representation of this age group on our Board.

[Read more](#) about our commitment to the principles of equality of opportunity and how we actively advocate diversity through our own work and with our partners.

### **What to expect if you join the Board**

If you are successfully offered an appointment, we will request references and register you with the Charity Commission and Companies House. Your appointment will be acknowledged at our July board meeting and officially ratified at Trusts Annual General Meeting in September.

You will receive an induction to the Trust with an opportunity to meet the executive team, undertake any relevant training (such as Safeguarding), and be buddied up with another Trustee to provide support and guidance as necessary. This buddy is likely to be from the designated sub-committee (see page 13) you will sit on, so they can give you greater insight into the specific details and background of how the committee works.

### **Find out more**

If you share our passion for getting people physically active, and have the vision, skills, drive and enthusiasm to lead and support the work of the Trust, and would like to know more, then please email your contact details to [info@activesussex.org](mailto:info@activesussex.org).



## Key dates

**Applications close:** Monday, June 10, 5.00pm

**Applications reviewed by:** Tuesday, June 18 2024

**Interview date:** Wednesday, July 10 2024

**Interview venue:** With Active Sussex Nominations Panel via video call

## How to apply

We use an [online application](#) form to minimise the risk of bias (unconscious or otherwise) from the recruitment process. Through the online application form candidates are invited to answer a short set of questions expressing their rationale and interest for applying, along with how they meet the favourable skill set as set out under the Role Profile and Person Specification.

### Eligibility

Applicants will also be asked to declare any 'Conflicts of Interest' in accordance with the organisation's policy and that you understand and are eligible to act as trustees based on the 'Charity Trustee: Declaration of Eligibility and Responsibilities'.

### Personal details

Your personal information will be stored securely, in line with our [Candidate Privacy Notice](#), and only used in order to communicate with you regarding your application.

If you have any questions about completing your application or require documents in an alternative format, please email [info@activesussex.org](mailto:info@activesussex.org).

## [Click here to apply](#)

If shortlisted for interview we will provide some details of what you can expect of the process, and throughout this document we have provided links to some of the key documents, such as our current Strategy, Sport England's 10-year vision and the UK Code of Sports Governance, that we would encourage you to be aware of.





## Role profile

Candidates will need to demonstrate evidence of the following skills and competencies.

### Independent Trustee Role

To effectively carry out their role, the Independent Trustee will provide the following functions:

- Provide strategic leadership - setting strategic goals within the business plan
- Contribute to effective board performance and management
- Ensure that effective monitoring is in place to evaluate progress towards achieving the strategic goals
- Supporting the Independent Chair, Vice-Chair, Chief Executive and the Strategic Management Group
- Be a visible role model for Active Sussex by promoting and champion the Trusts vision and work within their own sector and its networks
- Advocate for sport and physical activity in Sussex
- Ensure that the diverse range of partners, communities and demographics are represented in the decision making process, in line with the Sport England Code of Sports Governance
- Provide a two-way network of communication between partners within their own sector, its associated networks and Active Sussex

### Independent Chair Role

To effectively carry out their role, along with above functions the Independent Chair of the Board of Trustees will:

- Ensure effective governance of the Board
- Ensure that the Trust is 'fit for purpose'
- Contribute to effective board performance and management through effective chairship
- Support the planning, development and implementation of partnership work in accordance with the vision aims and objectives of the Trust
- Provide inspirational leadership to the Board and all partner agencies
- Supporting the Trust Board members (trustees), the Chief Executive and wider executive staff team
- Be a lead advocate for physical activity and sport in Sussex
- Ensure the media and all partners are kept updated on key developments within the Trust

### Statutory duties expected of all Trustee:

- To ensure that the Trust complies with its governing document, Charity law, company law and any other relevant legislation or regulations
- To ensure that the Trust pursues its objects as defined in its governing document
- To ensure the Trust uses its resources exclusively in pursuance of its objects

- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Trust
- To ensure the effective and efficient administration of the Trust
- To ensure the financial stability of the Trust
- To protect and manage the property of the Trust and to ensure the proper investment of the Trust's funds
- To support in the recruitment of the Chief Executive and in the monitoring of their performance

## Person specification

### Essential requirements of a Trustee

- Interest in the field of physical activity and the benefits it can have
- Committed to the Trust
- Willingness to devote the necessary time and effort to the Trust
- Has strategic vision
- Good communication and interpersonal skills
- Possesses good, independent judgement
- Is tactful and diplomatic
- Is impartial, fair and able to respect confidences with a strict sense of confidentiality
- Ability to think creatively
- Ability to work effectively as a member of a team
- Willingness to speak their mind and express new idea
- Has an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Has an understanding of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### Essential requirements of Chair of the Board

In addition to the above, they will have;

- Leadership skills
- Experience of committee work
- Specialist skills, knowledge and experience in ways to advance and support the work of the Board and of Active Sussex
- *Knowledge of the type of work undertaken by the Trust and a wider involvement with the voluntary sector and other networks (Desirable).*



**Term of Office:** Trustees are appointed for a period of 3 years (1 term) and are eligible for reappointment at the end of that term. A maximum of three consecutive terms is permitted.

### **Expectations and time Commitment**

Trustees will be expected to be able to make the following time commitments in order to fulfil their duties:

- Induction training (Approx 3 hours in total)
- c. Four Board meetings annually
- c. Four sub-committee meetings annually (2 hours max per meeting) [Not an expectation of the chair]
- c. Two Active Sussex events annually including the Annual General Meeting (up to 2 days)
- One annual Board Away Day (½ - 1 day)
- Additional time commitments which may be necessary to effectively fulfil their specific role on the Board (such as Board Champion role duties)

Plus, the Chairperson will be expected to be able to make the additional commitments in order to fulfil their duties:

- Chairing four Board meetings per year, plus the AGM, to be held in Sussex
- Regular contact with the Board Members, Chief Executive and core staff of the Trust
- Represent the Trust on any relevant working groups or at conferences/events
- Additional time commitments which may be necessary effectively to fulfil their role as Chair of the Board (e.g. meeting with the Trust's Chief Executive to plan Board meetings, recruitment of new Trustees)

## **Role of the Board**

The [UK Code of Sports Governance](#) requires that a Board shall be of an appropriate size to:

1. meet the Requirements of the organisation;
2. have the appropriate balance of skills, experience, independence and knowledge;
3. manage changes to its composition (including that of its committees) without undue disruption;
4. promote an open dialogue amongst the directors (trustees).

An appropriate Board size allows for full and frank discussions amongst all directors, while balancing the need to have varying and diverse opinions, achieved by a membership with a balance of skills, experience, independence and knowledge.



In line with the UK Code of Sports Governance, the Articles of the Sussex County Sports Partnership Trust provide that the number of trustees shall be not less than six nor more than 12 (unless otherwise determined by ordinary resolution). The Trust considers this number to be an appropriate size to manage changes to its composition, and that of its sub-committees.

The [Board Governance Handbook](#) provides more information on such things as meeting procedures, code of conduct, accountability and reporting.

### **Board Aims, Objectives and Principles**

- To set the values, strategic direction and policy of Active Sussex
- To respond to local, regional and national influences, including the representation of Active Sussex and physical activity on all relevant local, regional and national policy and strategy consultations
- To advocate for sport and for Active Sussex
- To ensure Active Sussex is fit for purpose
- To advise on the annual business plan and associated budget, and receive performance management information
- To scrutinise the Trust's governance, risk management, financial management, strategy implementation and delivery team (Active Sussex Team) performance
- To account to Sport England for the performance of the delivery team (Active Sussex professional staff) and the allocation, use and management of its grant funding
- To manage the Active Sussex Board and senior staff recruitment process

These aims and objectives will support and complement the outcomes highlighted in the Government endorsed Sport England strategy [Uniting the Movement: Our 10-year vision to transform lives and communities through sport and physical activity \(January 2021\)](#), where the main focus is tackling inequalities that exist in our sector.

In addition, the Board's aims and objectives will also seek to complement and contribute to local strategic priorities and stated outcomes for physical activity in Sussex.

### **Remit of the Board**

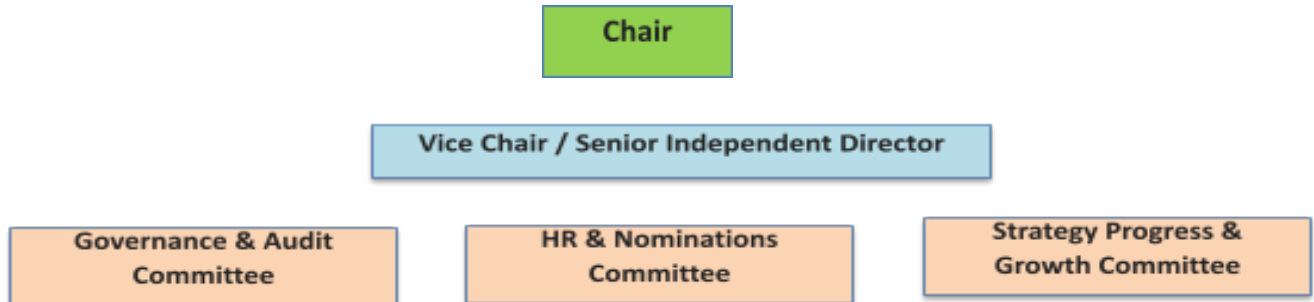
- The Board is the overall Governing Body of the Sussex County Sports Partnership Trust. It is an independent Board which makes decisions where appropriate and provides good governance of the Trust.
- The Board will take responsibility for setting the strategic direction of the Trust, monitoring and evaluating the effective delivery of the Trust's objectives and being accountable for the achievement of key targets and outcomes

- It is the Board’s responsibility to ensure that these aspects of the Trust’s business are maintained and improved to the satisfaction of partners and funders through transparent and planned processes.
- The clear separation of the Board (the Governing body) and the staff (the Trust’s workforce) is fundamental to good governance of the Trust. Day-to-day management of the Trust is not a Board function, and authority is delegated for achieving the strategic outcomes, together with the necessary authority to make decisions in a specified range of activities to the Chief Executive.

Within this, specific roles will include:

<p><b>Strategic Leadership &amp; Planning</b></p> <ul style="list-style-type: none"> <li>○ Providing clear direction for sport and physical activity in the county through the production of a Trust strategy and annual business plan in order to motivate, inspire and drive the team and their partners</li> <li>○ Providing implementation leadership</li> <li>○ Promoting the trust’s vision, aim and core values</li> </ul>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>○ Maintaining the Trust risk register and reviewing it on a quarterly basis</li> <li>○ In addition to having and using a risk management and internal control system (as in section 14 below), together with the Trust's regular systems reviews, the Board (assisted by the Governance &amp; Audit Committee) will stand back and annually take a fresh look at their risk system or framework as a whole, and review its effectiveness</li> <li>○ The same action (separately) will be undertaken for the Trust's internal control systems or framework</li> <li>○ These will be documented in the Board TORs</li> </ul>
<p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>○ Advocating the benefits of sport and physical activity and Active Sussex locally and nationally</li> <li>○ Recognising and celebrating success in the Trust</li> <li>○ Securing resources for sport and the work of Active Sussex</li> </ul>	<p><b>Good Governance</b></p> <ul style="list-style-type: none"> <li>○ Ensuring the Trust meets appropriate standards of governance</li> </ul>
<p><b>Partnership Building</b></p> <ul style="list-style-type: none"> <li>○ Opening doors for sport and physical activity and for the Trust</li> <li>○ Encouraging collaboration</li> <li>○ Valuing and supporting people to achieve the Trust’s goals</li> <li>○ Engaging stakeholders in a consistent and managed way to ensure commitment and satisfaction</li> </ul>	<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>○ Ensuring implementation and continuous improvement of Trust strategies and business plans with a customer/client-centred approach</li> <li>○ Reporting on performance</li> <li>○ Assuming responsibility, both moral and legal, for the actions of the Trust and its resources (financial and non-financial)</li> </ul>

## Board Structure



### Committee Chairs and Lead Directors

Active Sussex currently has three Committees: Governance & Audit, Human Resources & Nominations and Strategy Progress & Growth, whose terms of reference can be found in the Sussex County Sports Partnership Trust Board Governance Handbook can be found on our website. The Board can appoint any of its members, with appropriate delegated authority, to chair these committees.

In addition to this, the Board can appoint directors to lead in:

- Equality, Diversity & Inclusion (EDI)
- Safeguarding & Welfare
- Environmental & Social Governance (ESG)

### Lead Directors Responsibilities

The following responsibilities underpin each of these roles:

- To provide high level leadership on the theme/key work area.
- To promote and help raise the profile of the work area with partners.
- To act as subject matter expert within the designated role.
- To act as the Executive Board's single point of contact for all matters relating to the development of the role.
- To be an advocate for the implementation of best practice in the specific work area across the partnership network and to encourage innovative new ways of working.
- To support the lead executive officer(s) in the preparation of policies and action plans relating to the area of work.
- Wherever possible, and appropriate, to attend relevant meetings, seminars, task and finish groups organised by the Trust in order to champion the work area. Where appropriate this could include chairing or speaking at events.



- To share information and communicate progress/issues, in the designated work area, to Board colleagues and Active Sussex staff, and encourage others to share information and knowledge on the subject across the partnership network.
- To ensure that there is an appropriate level of knowledge transfer to core Active Sussex staff.
- To ensure that the relevant Active Sussex officer is provided with information required for each Board meeting in a timely manner.

## Get in touch

Active Sussex, Sussex Innovation Centre, Science Park Square, University of Sussex, Falmer, East Sussex, BN1 9SB

Website: [www.activesussex.org](http://www.activesussex.org)

Email: [info@activesussex.org](mailto:info@activesussex.org)

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