

# **MAYOR OF LONDON**

## **London Sport Board**

### **APPLICATION PACK**

#### **Chair and Trustee positions**



Dear Applicant

**Membership of the London Sport Board**

Thank you for your enquiry regarding the London Sport Board.

This information pack provides you with information on the role and responsibilities of the London Sport Board Chair and Trustees and includes details about the application process.

If you have any queries on the content of this pack, please contact Simon Cooper on +44 (0)20 7983 4324.

We look forward to receiving your application.

**Matthew Ryder**

Deputy Mayor for Social Integration, Social Mobility and Community Engagement

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## 1. About London Sport

London Sport was created by the Mayor of London, Sport England, and London Councils to help London to become the most physically active city in the world. To get us some of the way there we have an ambitious target of helping to get 1,000,000 Londoners to be more physically active by 2020.

London Sport's purpose is helping physical activity and sport to work better in London. Making this happen relies on hundreds of different organisations uniting towards a common goal by working better together, which is London Sport's role. Between us, we need to improve the opportunities for Londoners to lead an active life by being more collaborative, more efficient, more diverse and more innovative.

As the first stop shop for physical activity and sport in London, it is our job to bring everyone together, to put [London's Blueprint for a Physically Active City](#) into action, and to help make London a stronger community for everyone.

## 2. Strategic Overview

The organisation is a registered charity with an annual budget of between £5 to £6million and employ approximately 50 staff.

**Our Vision:** To make London the most physically active sporting city in the world

**Our Mission:** To help inspire more Londoners to be physically active

**Our Target:** To get 1,000,000 Londoners more active by 2020

Getting people to do more physical activity has countless benefits for London; from improving health and wellbeing, to saving money, contributing to economic growth, creating happier, stronger communities and so much more. We've set five objectives to help us achieve our vision for London:

- Make it easier for Londoners to find the right activity for them, remain in it, and achieve their potential
- Get more resources by making best use of current investment and securing more
- Support grassroots organisations by making structures simpler and more effective
- Create a bigger, better workforce to support activity
- Harness the power of elite sport to create sustained grassroots activity and inspire the next generation of talent

Outlined below are some of the achievements and future aims, for more information see [‘Our first year - a look back at achievements and next steps’](#)

### **Key achievements to date:**

- Launching the Blueprint for a Physically Active Sporting City – the strategy for grassroots sport in London to focus the efforts of the many organisations in the sector;
- House of Sport – opening a high quality serviced office to co-locate sports organisations in one place, saving the sector money and improving collaboration;
- Increasing participation by 216,000 in the first two years, on track for the 1,000,000 target;
- Awards – established a position as the premier community sport awards in London, with over 400 attendees in 2017;
- Technology – established as a national thought-leading organisation on using technology and data to get people active, holding two major conferences at the Science Museum and the Waterloo iMax, and various other ground-breaking initiatives;
- Initiating and leading the open data movement in sport – openactive.io – which will make the sport industry as easy to book as the travel world.

### **Future aims:**

- Campaign – predominantly digital campaign to celebrate the stories of ‘everyday’ Londoners who got active, inspire more to do so, and target key partners to ask them to commit what they will do to help;
- Widen our reach and influence – London Sport needs to widen from our existing sporting partners to new and innovative organisations who have contact with inactive people;
- Workforce and Disability plans – launching two strategies for London, to unite the organisations who work in the Workforce and Disability sectors towards a single plan;
- Technology – support the growing start-up sport and fitness tech ecosystem to flourish in London.

### **3. London Sport Board**

The Mayor is currently seeking to appoint a new Chair and two Trustees to be members of the London Sport Board.

The London Sport Board includes up to 12 people including the Chair. The Mayor of London, Sport England and London Councils are each responsible for appointing two Trustees to the Board. London Sport are responsible for appointing up to five Independent Trustees. The Mayor of London is responsible for appointing the Chair of the Board.

The current membership of the Board is highly skilled and from a variety of backgrounds. Further information about the London Sport Board can be found at <https://londonsport.org/about-us/our-board/>

The Board also has Sub-Committees to carry out duties on behalf of the Board:

- **Finance Sub-Committee** – meets in the lead up to Board meetings to review all financial matters in depth, including annual audit, making recommendations to the Board for approval.
- **Remuneration Sub-Committee** – meets at least annually to consider suitable remuneration of staff, making recommendations to the Board for approval.
- **Nominations Sub-Committee** – meets when needed to make Board and senior executive appointments.

#### 4. **Role Specification: Trustee**

The role will provide strategic leadership to the organisation and advise other Trustees and the Executive, to make sure the Charity operates within the rules and guidelines set out in the Charity's governing documents and relevant legislation and will contribute to helping the Charity to achieve its mission.

##### **Duties**

- To ensure the Charity is carrying out its purposes for the public benefit.
- To comply with the Charity's governing document and the law.
- To ensure the Charity is accountable.
- To manage the Charity's resources responsibly and implement appropriate financial controls, and manage risks.
- To be aware of any problems and ensure they are being dealt with, and obtain professional advice where necessary, and act with reasonable care and skill.
- To act in the Charity's best interests and deal with conflicts of interest and put the interests of the Charity above any personal or business interests.
- To use personal knowledge and experience to support the Charity to achieve its mission and operate effectively.
- To use personal and professional contacts to make introductions, or act on behalf of the Charity.
- To attend the quarterly Board meetings, in Central London.
- To attend largescale London Sport events, including the Annual Awards evening, the Annual Conference, and any relevant thought-leadership events.

## **Criteria**

We are looking for candidates who have:

- Strong knowledge of sport or physical activity policy and research, of the social and political environment and of London communities.
- An understanding of, and passion for, grassroots physical activity and sport.
- Highly developed strategic thinking.
- Strong evidence of financial management skills (to support the organisation's financial governance processes).
- Strong evidence of business development experience (to help the organisation secure new partners).
- Strong evidence of commercial sponsorship experience (to help the organisation secure additional funds).
- A proven ability to effectively operate on a Board including the ability to attend meetings.
- An understanding of and commitment to the development of equality opportunities, diversity and inclusion, and safeguarding, and its practical application.

The following criteria is considered desirable

- Knowledge of sport and physical activity as it impacts on government outcomes.
- Knowledge of the sport development infrastructure, governance and political environment that drives investment into sport.

## **5. Role Specification: Chair**

In addition to the criteria outlined in the Trustee role specification, the **Chair** will need to demonstrate experience in the following:

### **Duties**

- To Chair the quarterly Board meetings, in Central London.
- To be a spokesperson for London Sport, and for grassroots physical activity and sport in Greater London, where appropriate. Executive support is available for editorial and speech writing
- To attend quarterly briefing meetings with the Vice-Chair and Chief Executive.
- To represent the organisation at ad-hoc events and meetings, where appropriate.
- To line manage the Chief Executive of London Sport and hold them to account for executive actions and performance.

### **Criteria**

- Gravitas with a proven ability to influence senior stakeholders.
- A proven ability to effectively operate on a Board including the ability to effectively Chair meetings.

- Highly developed oral communication skills including the ability to present complex messages and the vision of the organisation, publicly at the highest level.
- A proven ability to effectively line manage a Chief Executive and hold them to account for Executive actions and performance.

The following criteria is considered desirable

- Evidence of having a significant public profile in order to raise the profile of London Sport.

Please ensure you demonstrate how you match the above criteria in your covering letter.

London's diversity is its biggest asset and we strive to reflect London's diversity in all Board appointments. The aim is that the London Sport Board contains a broad range of experience and reflects London's diversity. We welcome applications from all sections of the community, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

## **6. Appointment Details**

### **Time Commitment**

Trustees would be expected to attend quarterly Board meetings (four times per year) and an optional 'discussion' meetings (two times per year, half day). Discussion meetings are directional briefing sessions for Trustees to focus on discussing strategic matters outside of the Board meetings.

The Board also has Sub-committees to carry out duties on behalf of the Board which meet between two to four times per year. Trustees are invited to participate on Sub-Committees based on their skills and experience to add value to the Group.

Board meetings and Sub-Committee meetings will be held, in most cases, at the London Sport office in central London, but occasionally, travel to attend meetings and events may be required across the whole of London.

### **Remuneration/Expenses**

The position of Chair and Trustees is honorary, unremunerated and non-pensionable. Reasonable expenses will be reimbursed.

### **Term of the Appointment**

The terms of appointment will be for up to three years.

### **Start Date**

We anticipate the inaugural meeting of the newly appointed Chair will be 07 December 2017.



## **7. Appointment Process**

Following assessment of applications against criteria for appointment, shortlisted applicants will be interviewed.

### **Chair**

For the Chair position the selection panel will include a Mayoral representative and GLA officers.

Interviews are to take place on Thursday 09 November 2017.

Recommendations for appointment will be made to the Mayor of London who will confirm appointments to the Board.

### **Trustee**

Interviews for the Trustee position(s) are expected to take place in January 2018 following the appointment of the Chair of the Board.

We anticipate the two Trustee appointments to be made by February 2018

Please view our [Protocol on Mayoral appointments](#) for further details.

### **How to Apply**

If you are interested in applying, please submit your CV and a covering letter (max 5 sides in total) via our online recruitment system. You will also be asked to provide recruitment monitoring information.

The CV should include details of employment, public appointments, qualifications history and the name and contact details of two referees willing to provide a reference. It should also include any relevant information regarding your eligibility for appointment and any directorships you hold.

The covering letter should provide details of the relevant experience that equips you to serve as the Chair and/or Trustee of the London Sport, in particular addressing the criteria listed under the role specification.

**Please specify in cover letter if you are applying for the Chair position, Trustee position or if you wish to be considered for both.**

If you would like to discuss the position informally, please contact Simon Cooper on +44 (0)20 7983 4324.

If you have any queries regarding the application process or require information in an alternative format, please contact [andrew.baxter@london.gov.uk](mailto:andrew.baxter@london.gov.uk)

**Conflict of Interests**

Candidates should provide details of any business, or other interests, or any personal connections which, if appointed to London Sport Board, could be misconstrued or cause embarrassment to the Mayor, the Greater London Authority or London Sport. This includes financial interests or share ownership, active connections or memberships of societies or associations.

All data will be processed in accordance with the provisions of the Data Protection Act.

**The closing date for submission of applications on Sunday 15 October 2017 at 23:59 GMT**

Thank you for taking the time to apply for this role.