**Do you have a passion for sport and the drive to influence the strategic direction commercially of a national governing body of an Olympic sport?**
Skateboard England is seeking to appoint a new Independent Non-Executive Director with specialist knowledge and practical experience in commercial, partnerships and sponsorship who can help make significant contributions in maximising the opportunities for growth while delivering senior level expertise on strategy, business acumen and commercialisation.

**About Skateboard England**
Skateboard England is a democratic membership organisation constituted as the governing body of skateboarding in England & Wales. Its legal status is that of a company limited by guarantee. Formed in September 2015, it is a not-for-profit organisation that is taking experience from the past and inspiration from the present to enhance and support the future of Skateboarding.

The principal functions of Skateboard England are to increase participation, provide support and membership to individual skaters, skateboarding clubs and skate schools and to provide structure and guidelines to ensure that skating is being practiced in a safe and fun environment and for everyone to enjoy. Other key roles are to support and improve performance to enable English & Welsh skaters to remain internationally competitive; to raise money; inform and educate; as well as provide greater accessibility to the sport.

In August 2016, Skateboarding was chosen for inclusion in the 2020 Olympic Games. Taking part in the Olympics will raise the profile of the sport and lead to increases in participation and we need to prepare so that we can respond and support the sport as it grows.

**About the Board**
The Board governs the organisation and has overall responsibility for the performance and direction of Skateboard England.

The appointment is for an initial four-year term. Directors are required to attend up to four Board meetings per annum as well as the Annual General Meeting together with supporting the business in the related areas to their skill sets.

Our Independent Directors are appointed by the Board based on who meets the skills and experience we are seeking. In order to apply for this role, you must be able to demonstrate that you have no association with skateboarding at the time of your application.

Directors are involved in shaping the strategic aims of the organisation, providing creative, informed and constructive input to the CEO and other staff.

Skateboard England is looking to appoint to the Board individuals with diverse, varied and complementary skillsets, who will match their business and commercial experience with a strong passion and commitment to the sport.

The role is non-remunerated with reasonable out-of-pocket expenses reimbursed.

Skateboard England is keen to encourage applications from women and members of black and minority ethnic groups as well as people with a disability.

The closing date for applications is 29th March 2019

Full details for the position can be accessed on the Skateboard England website [www.skateboard-england.org](http://www.skateboardengland.org)

Applications are sought from suitably qualified and experienced individuals through the submission of a CV, a covering letter which outlines their suitability for the role, and why they wish to be considered, this should be sent to James Hope-Gill, CEO, Skateboard England: james@skateboard-england.org

**SKATEBOARD ENGLAND BOARD DIRECTOR ROLE DESCRIPTION**

**Position:**

Independent Non-Executive Director to serve on the Skateboard England Board

**Responsible to:**

The Chair of the Board of Directors

Skateboard England are seeking to appoint an Independent Non–Executive Board Director with diverse, varied and complementary skillsets, who will match their business and commercial experience with a strong passion and commitment to the sport.

Skateboard England are specifically looking to appoint to the Board, an individual with experience in Commercial, Partnerships and Sponsorship.

**Responsibilities:**

1. **Statutory Duties**
	* 1.1.  To act as a Director of Skateboard England in the best interests of the Company with honesty and good faith
	* 1.2.  To use such personal and professional skills together with such contacts, experience and judgment as they may possess with integrity and independence to optimise both the short and long term performance of Skateboard England
	* 1.3.  To play a full part in enabling the Board of Directors to arrive at balanced and objective decisions in the performance of its agreed role and functions in relation to Skateboard England Strategic Plan and any encompassing Government funding agreements
	* 1.4.  To ensure that the obligations and responsibilities of Skateboard England, as determined by its Articles of Association and General Meeting, are fully, promptly and properly performed
2. **Strategic Leadership**
	* 2.1.  Support and challenge the Chair, CEO and staff to drive and deliver the Skateboard England Strategy in accordance with Skateboard England Mission & Values
	* 2.2.  Provide a strategic perspective, champion change and challenge the status quo to ensure Skateboard England takes a long-term, big picture view for the success of the sport nationally
	* 2.3.  Monitor, challenge and evaluate the performance of the Strategic Plan in meeting agreed goals and objectives
	* 2.4.  Contribute to and bring leadership and independent judgment to matters placed before the Board of Directors in the key areas of Strategy (Performance, Participation & Coaching), Marketing & Communications, Finance, People, Governance and HR
	* 2.5.  Advocate Skateboard England’s strategic aims, ensuring that the necessary human and financial resources are in place to successfully deliver
3. **Governance**
	* 3.1.  Work collaboratively with, and support, the Chair, the Chief Executive and Staff
	* 3.2.  Contribute fully to Board discussions, take collective responsibility for Board decisions, and represent the collective Board view to external stakeholders and audiences
* 3.3.  Maintain confidentiality, as appropriate and when requested by the Chair, and agreed by Board consensus
* 3.4.  Encourage positive challenge and address any conflicts within the Board
* 3.5.  Support the Chair to encourage the Board to take decisions fully, promptly and properly
* 3.6.  Ensure integrity of management and financial information and that financial controls and systems of risk management are robust and defensible
* 3.7.  Work with other Board Directors and Chair to make governance arrangements, in line with the UK Sport Governance Code and associated guidance, effective for Skateboard England
* 3.8.  Place on the agenda for Board meetings, any matters relating to the Skateboard England business which the Director considers should be discussed
1. **External relations**
	* 4.1.  Be aware of the interests of all stakeholders (including funding agencies and the membership) and maintain close and positive relationships with key members of Sport England and other key influencers
	* 4.2.  Develop business and sporting network contacts with key organisations in order to obtain views and influence wider opinion
	* 4.3.  Be an ambassador for Skateboard England at external functions, meetings and events when appropriate
	* 4.4.  Facilitate change and support, where appropriate the resolution of potential conflict with external stakeholders
2. **Personal Obligations**
	* 5.1.  Be an active advocate of Skateboard England, its policies, objectives and its values of fairness, openness and honesty
	* 5.2.  Ensure that s/he acts in the national interests of the sport ahead of club- and/or or county- specific interests, and declare any conflict of interest in this area
	* 5.3.  Understand and comply at all times with the legal and other responsibilities of being a Board Director
	* 5.4.  Disclose immediately any personal interest in any activity of Skateboard England and/or possible or actual conflict of interests, and take no further part in any Board or committee discussion of the matter
	* 5.5.  Not accept benefits from third parties which are intended (or which could be perceived as intended) to influence the Director’s contribution to a discussion or decision of the Board, and will adhere to the rules and regulations regarding gifts and hospitality
	* 5.6.  Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant
	* 5.7.  Ensure that s/he fully understands and keeps up to date with the business of Skateboard England and its services, the sport and territories in which Skateboard England operates, the construction and delivery of the Strategic Plan and any relevant funding agreement and the external factors that affect Skateboard England and its operation

**Additional information**

1. **Remuneration**
	* 6.1.  This role is non-remunerated
	* 6.2.  All reasonable out-of-pocket expenses will be reimbursed in accordance with established criteria
2. **Time Commitment and Responsibilities**
	* 7.1.  Attend all meetings of the Board of Directors called during the year (up to 4 per annum)
	* 7.2.  Attend the Annual General Meeting
	* 7.3.  Allow time for preparation and follow up from meetings and any ad hoc response to Board related activities
	* 7.4.  As the reasonable need arises offer time to the business of Skateboard England that relate to their respective skill sets
	* 7.5.  Be prepared to act as a member of any Panel for which the Board desire to have representation
	* 7.6.  Devote the necessary time and effort to fulfil their obligations & responsibilities
3. **Term of office**

8.1. Subject to a re-appointment process based on a four-year cycle with a maximum of 2 terms

9. **Location of Board Meetings**

9.1. Meetings are held in London, but could be held in various locations around the country with consideration to the convenience of all Board Members.

**Application Process**

Candidates should submit their CV, together with a covering letter expressing their rationale for their interest and any specific business and/or sport competencies that they could bring to the role.

Submissions by e-mail are acceptable and should be sent to:

James Hope-Gill, CEO, Skateboard England: james@skateboard-england.org

The closing date for application is 29th March 2019

**Person Specification:**

Independent Non-Executive Director

Applicants for the position of Independent Non-Executive Director for the Skateboard England Board should meet the following personal specification:

**General skills & qualities required by all Skateboard England Board Directors:**

**Key skills, experience and qualifications:**

* At least three years’ experience of working as a company director (commercial, charity, voluntary sector), trustee, partner or in an appropriate senior executive management position
* A proven track record of delivering strategy and experience of leading organisational transformation and change
* An understanding of the changing environment in which National Governing Bodies of Sport work & an appreciation of the need for NGB’s to professionalise and adopt a more commercial / business-oriented mindset
* Strong and proven commercial and financial experience & understanding
* Ability to establish strong and positive working relationships with other Board Members, Chair and  staff
* Experience of building and maintaining strong and positive relationships with diverse groups internal and external stakeholders
* Connected individual who has built and maintained a strong, vibrant and diverse professional network
* Clear understanding and acceptance of the legal duties, responsibilities and liabilities of an Independent Non-Executive  Director

**Behavioral competencies and qualities:**

* Willingness to embrace change and able to provide innovative thinking and solutions
* Able to draw on and apply broad and diverse experience in the context of Skateboard England organisation
* Open-minded and able to see the bigger, national picture for the sport
* Enthusiastic and positive commitment to the Mission, Objectives and Values of Skateboard England as an organisation
* Results and performance-driven
* Confident and independent thinker able to challenge facts and assumptions in a constructive and positive manner
* Willingness to listen to alternative views and take direction and advice from other Board Members and Chair, and other key stakeholders
* Able to communicate clearly and confidently in Board meetings and bigger forums
* Strong interpersonal skills: active listening and communication skills - able to engage, influence,  persuade and inspire people at all levels
* High self-awareness – understanding of personal strengths and weaknesses. Drive and commitment to improve personal knowledge and personal performance
* Strong personal integrity – does not compromise on ethical or legal matters
* Strong intellect and ability to quickly grasp & distil complicated issues, identify the areas for decision  making
* Able to makes decisions objectively, based on understanding of facts and different perspectives

**Specific Commercial, Partnerships & Sponsorship: Requirements, Skills, Experience:**

* Recent experience, understanding in and proven ability of securing sponsorship within sport
* Experience of writing strategic plans for sponsorship and partnerships within sport
* Ability to translate and apply commercial skills and approaches into the  NGB environment
* Has a range of contacts within potential sponsor partners