



Trustee of Sport Birmingham

(People & HR Specialist)

**Closing date for applications is
12:00, Friday 27th October 2023**

**REGISTERED
CHARITY NUMBER
1155171**

**REGISTERED
COMPANY NUMBER
08177159**

Welcome Letter

Thank you for your interest in the Sport Birmingham Board Trustee role which results from one of our long-serving trustees completing their maximum two terms with us. The vacancy is for someone who can complement the skills mix of our existing trustees, and we have identified that having professional experience and expertise in HR will be of particular benefit to us. Advice on good practice, latest developments, legislation, recruitment and people development is welcomed to support our team.

We have created this pack to give you some insight into who we are, what we do and the role that you can play in supporting us on our journey.

I hope you feel inspired to want to join us.

Yours faithfully,



Mike Chamberlain
Chief Executive



Paul Faulkner
Chairman



Who we are

Sport Birmingham is here to make a positive difference to people's lives through sport and physical activity.

We are the city's strategic sports & physical activity partnership, working as a leading charity to join up policy and investment with delivery partners who bring inclusive and accessible sport and physical activity to communities.

We provide leadership and support through insight, knowledge and expertise to anyone in Birmingham working towards our vision of a more active city and a healthier place to live, learn, work and play. We tackle inequalities by working where the need is greatest.

Sport Birmingham was established in 2014 as an independent company and registered charity, forming from the previous sports partnership hosted through Birmingham City Council.

It remains part of a national network of 'Active Partnerships' and has established itself as the leading strategic partnership for sport and physical activity in the region, underpinned by strong governance and enhanced by effective partnership work and support for the delivery network of community sport and physical activity.

The business turnover has risen each year steadily to around £2million with approximately half of all income from Sport England through a mix of core funding and project funding.

Most of the remainder comes from a mix of other grant national income and local or regional commissions. There have been several significant examples in recent years including the Holiday Activity Funding from DfE in 2019, MAD Birmingham funding from Big Lottery in 2017 and Comic Relief's Ahead of the Game funding in 2020. We have also had commercial sponsorship arrangements for a number of events.

In 2019 Sport Birmingham secured a key role to coordinate the physical activity and wellbeing legacy work for the Birmingham 2022 Commonwealth Games, working in partnership with DCMS, Sport England, the West Midlands Combined Authority and Birmingham City Council as well as other local and regional stakeholders.

Sport Birmingham are now working to create a meaningful community sport and physical activity legacy through local and national funding, focussing on tackling inequality in some of the most inactive and deprived parts of Birmingham.



Our Mission

Improving lives
through sport
and physical activity

Our Vision

An active, healthy city
for everyone

Our Values



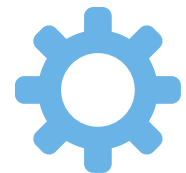
Collaborative

We build partnerships, connect people and convene groups within and outside the sport and physical activity sector; we listen, learn and share.



Inclusive

We are committed to creating and promoting inclusive opportunities, within our own organisational practices and with all our sport and physical activity partners.



Adaptable

We learn, respond and change to ensure we continue to meet the needs of people, places and organisations that we work with and for.

Our Priorities

We tackle inequalities by working where the need is greatest.



Improve physical
and mental
wellbeing
by reducing
inactivity



Grow and develop
a workforce
for the
sport and physical
activity sector



Connect
communities
through
sport and
physical activity



Improve life skills
and prospects
through
participation and
engagement



Make sport and
physical activity
inclusive
and accessible to
all

The Board

The role of the board of Sport Birmingham is to provide leadership of the company within a framework of prudent and effective controls which enables risk to be assessed and managed.

The board approves and monitors the company's strategic plans, ensures that the necessary financial and human resources are in place for the company to meet its objectives and reviews management performance. The board also sets the company's values and standards and ensures that its obligations to its stakeholders and others are understood and met.

Job Purpose

Each board member is expected to apply their specific skills, knowledge or experience to help the board reach sound decisions and make a practical contribution according to their particular knowledge, skills or experience.

This will involve:

Contributing to the oversight and delivery of the vision, strategy, values and policies of SB, in collaboration with the CEO and Trustees.

Ensuring with the Chair and Chief Executive, that Sport Birmingham discharges its duties in a legal and effective manner.

Scrutinising board papers, attending 4 board meetings per year, and participating in Board discussions to ensure the effective governance.

Bringing independent judgement to the decision making processes of the Board Ensuring that the planning and budgeting processes are carried out in accordance with the Articles and terms of Reference of the Company.

Ensuring that Sport Birmingham establishes the necessary and appropriate policies and that these are implemented appropriately.

Play a part to ensure appropriate communication takes place with all major stakeholders, including the membership and wider community.

Represent and champion SB by being its advocate and ambassador for the sport at local, regional and national levels.

Be a guardian of the reputation of SB and seek to ensure it is regarded as a supportive, respected and trusted body.



Provide guidance and support to the SB Team in the performance of their responsibilities.

Contribute to the Board's evaluation of its own performance and any action required to improve the performance of the Board.

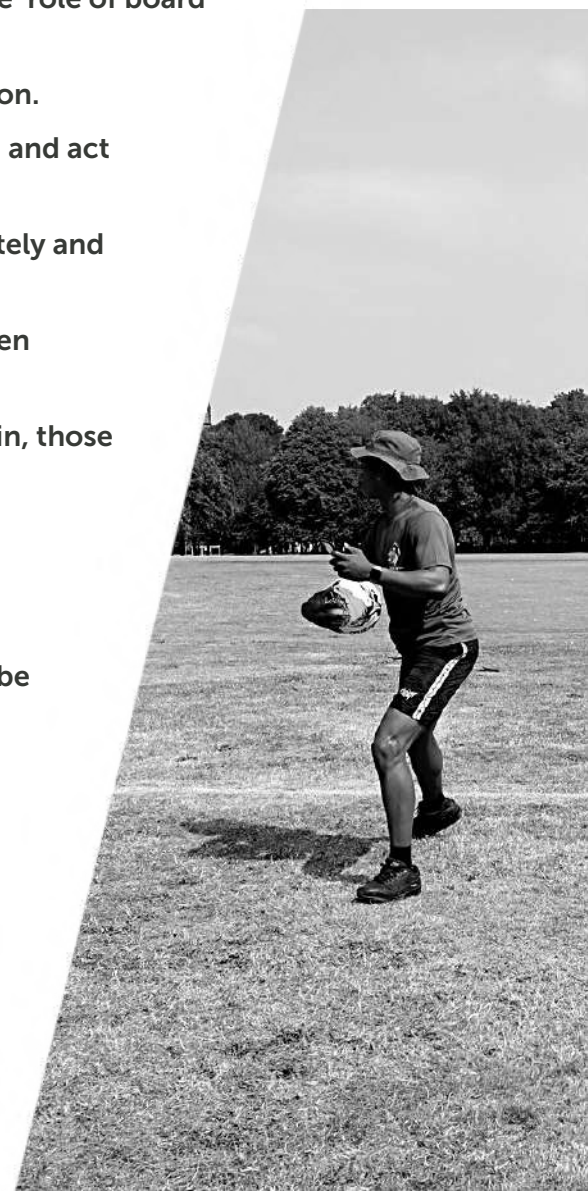
Person Specification

- Be committed to and supportive of the purpose, objects, values and values of the organisation.
- Be constructive about other board members' opinions during discussions and in response to the contributions of staff during meetings.
- Be able to act reasonably and responsibly when carrying out the role of board member, understanding and accepting their legal duties.
- Be committed to and supportive of the purpose, objects, values and values of the organisation.
- Be constructive about other board members' opinions during discussions and in response to the contributions of staff during meetings.
- Be able to act reasonably and responsibly when carrying out the role of board member, understanding and accepting their legal duties.
- Maintain confidentiality on sensitive and confidential information.
- Recognise when conflicts of interest occur; acknowledge them and act appropriately in accordance with their legal duties.
- Understand the purpose of meetings, prepare for them adequately and attend regularly.
- Be able to analyse information, including financial data and when necessary, challenge constructively.
- Be able to make collective decisions and to stand by, and explain, those decisions.
- Be able to work in a team.
- Be committed to equality and diversity.

Positions are non-executive and are not salaried but expenses will be reimbursed.

Term

A term of 4 years with an option to extend for a second term.



Commitment to Equality & Diversity

The Trust is committed to being an equal opportunity employer, ensuring that all employees, volunteers (referred to collectively as 'workers'), job applicants and prospective Trustees, existing Trustees, service users and other people with whom we serve are treated fairly and are not subjected to unfair or unlawful discrimination.

The Trust values the diversity of our workers, Trustees and service users. We aim to make our services as accessible and responsive as possible to all existing and potential service users and to provide a service to them which recognises and respects their differences. We recognise that our ability to meet their needs is improved by having a diverse workforce and a board of Trustees which generally reflects our service users. We also wish to provide the best opportunities to all of our workers, based on their abilities and potential.

Equality and diversity

In line with our Equality and Diversity Policy and a desire to further strengthen the diversity of the Board, applications would be particularly welcome from women, people from black and ethnic minorities and people with disabilities.

As part of our commitment to equality and diversity, we have included an optional equalities monitoring form at the end of this document which we would appreciate candidates completing, where possible.



To Apply

Email: recruitment@sportbirmingham.org with your CV, Equal Opportunities form and Covering letter outlining your suitability to the role. In the email subject line please include Trustee of Sport Birmingham.

Closing Date: **Friday 27th October 2023 at 12pm**

For an informal discussion about the role please contact Mike Chamberlain at Mike.Chamberlain@sportbirmingham.org or 07973 751839.

