



# Chair of the Board of Trustees Sport Birmingham

Closing date for applications is  
Friday 31st May 2024

REGISTERED  
CHARITY NUMBER  
1155171

REGISTERED  
COMPANY NUMBER  
08177159

## Welcome Letter

Thank you for your interest in the Chair of the Board of Trustees role which results from the current chair reaching the end of their maximum term with us (2 terms of 4 years).

This is a very special and important role to lead the organisation into its next period of growth, influence and impact.

The new chair will join a board of twelve passionate and skilled trustees who share a vast amount of experience, knowledge, local connectivity and credibility. They are highly supportive of the staff team and committed to their development.

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.

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.

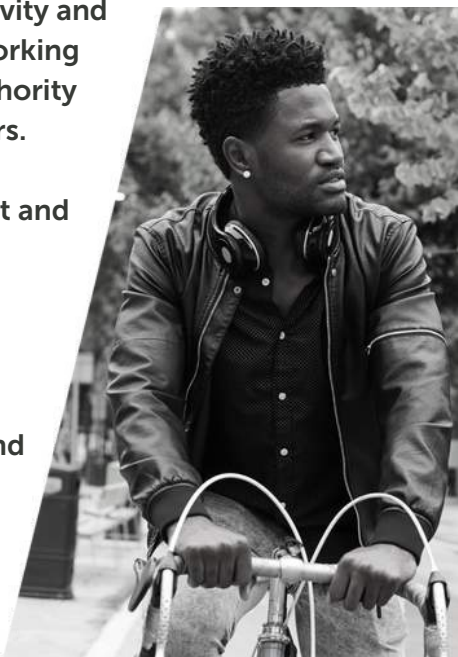
The business turnover has risen each year steadily to around £2million with approximately half of all income from Sport England through a mix of core funding and project funding.

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.

We are a 'system partner' of Sport England, 2 years into a 5-year current funding cycle with them, and we work collaboratively with local, regional and national partners to maximise our effectiveness and help create a wider, whole-system approach to sport and physical activity in Birmingham.





## Our Vision

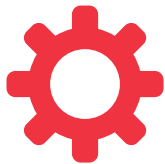
A more active Birmingham

## Our Mission

Uniting Birmingham to improve lives through physical activity and sport

## Our Values

### Purposeful



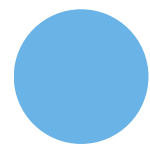
We are committed and motivated to meet the needs of people, places, and partners that we work with.

### Collaborative



We build partnerships, connect people, and convene groups to integrate the physical activity and sport sector.

### Equitable



We create and promote inclusive opportunities, with our own practices and with all our physical activity and sport partners.

## What we do



Improve physical and mental wellbeing by reducing inactivity



Develop skills, confidence, and resilience



Connect communities through sport and physical activity

## How we work

We co-create the conditions for a more accessible, engaging, and inclusive physical activity and sport sector, by working collaboratively through an effective people-focused, place-partnership system.



## Job Purpose

The role of the chair is to provide leadership for the board of trustees and support the Chief Executive in the effective leadership of the organisation.

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.

## The Chair

The role will involve:

- Chairing board meetings (four times each year)
- Chairing the Nominations Committee (once per year or additionally as required)
- Being an ambassador and lead advocate for the organisation
- Representing the organisation at key events
- Working closely with the board Vice-Chair, and Sub-Committee Chairs.

## The Board

- 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.
- 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 the Chief Executive, that Sport Birmingham discharges its duties in a legal and effective manner.
- 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.
- Scrutinising board papers, attending 4 board meetings per year, and participating in board discussions to ensure the effective governance.
- Ensuring that Sport Birmingham establishes the necessary and appropriate policies and that these are implemented appropriately.
- Playing a part in ensuring appropriate communication takes place with all major stakeholders, including the wider community.
- Representing and championing SB by being its advocate and ambassador for 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

### Attributes

- Be non-political
- Be Birmingham-based or local and active in Birmingham
- Be motivated and passionate about the organisational purpose
- Have proven leadership experience, skills and qualities
- Be commercially astute

### Responsibilities

- 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 board members, team members, volunteers, job applicants, partners and beneficiaries are treated fairly and are not subjected to unfair or unlawful discrimination. It wishes to provide the best opportunities to all of our workers, based on their abilities and potential.

The Trust values the diversity of its board and team, and continually seeks to ensure it is representative of Birmingham's communities and people. It is committed to all services being as accessible and responsive as possible to all and to provide a service to them which recognises and respects their differences.

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.

[Link to our Diversity and Inclusion Action Plan](#)

## To Apply

Email: [recruitment@sportbirmingham.org](mailto: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 Chair of the Board of Trustees of Sport Birmingham.

Closing Date: **Friday 31st May 2024**

For an informal discussion about the role please contact:

**Mike Chamberlain (Chief Executive)**

✉ [Mike.Chamberlain@sportbirmingham.org](mailto:Mike.Chamberlain@sportbirmingham.org)

☎ 07973 751839

**Sarah Lal (Trustee)**

✉ [sarah@evelynandco.org](mailto:sarah@evelynandco.org)

**Shah Begum (Trustee)**

✉ [shah.begum@unitedby2022.com](mailto:shah.begum@unitedby2022.com)

