CP Sport

Cerebral Palsy Sport

TRUSTEE CANDIDATE PACK 2020

INCLUSIVE BOARDS

INTRODUCTION

Message from the Chair

Dear Candidate,

Thank you for showing interest in applying for the role of Trustee with Cerebral Palsy Sport.

Cerebral Palsy Sport is a successful and highly respected influencer and change maker.

Every year we support over 4,000 children, young people and adults to experience the life-changing benefits that participating in sport can provide. Our aim is to ensure that people with cerebral palsy have the opportunities and the motivation to take part in sport regularly and to enjoy all the health, social and wellbeing benefits that brings.

Being a trustee is challenging and rewarding in equal measure. I lead a board of exceptionally skilled and motivated individuals who share a belief in the potential of sport to change lives for the better. Our role is to set the future direction for the charity, based on insights from our members, funders and partners.

As trustees, we apply our skills to offer constructive challenge and support to our staff team so that together we can make our vision a reality.

Our work is made possible because of the funding we receive from funders, supporters and individuals as well as a range of valued partners. These partnerships include key agencies such as Sport England, British Paralympic Association and the Sport and Recreation Alliance. We also work closely with County Sports Partnerships, National Sports Governing Bodies (NGBs), Activity Alliance (formerly EFDS), Disability Rights UK, Youth Sport Trust, members, schools, colleges, parents, families and many more.

Like many people, communities and organisations all around the world we've had to adapt to big changes caused by COVID-19 this year but we've embraced the challenge of supporting our members to take part in sport despite the ongoing crisis.

The future is exciting for Cerebral Palsy Sport and we are excited to hear from you!

LYNNE WARDLE
Chair of Trustees

ABOUT US

Play. Participate. Enjoy.

Cerebral Palsy Sport is a charity and limited company and the country's leading national disability sports organisation improving the health and emotional wellbeing of people with cerebral palsy through physical activity, and engaging the community in a number of programmes and interventions.

We also offer expert, specialist support to parents, support workers, teachers, coaches, physiotherapists, occupational therapists, sport providers and other professionals on how to adapt sports for people with cerebral palsy and other physical disabilities.

Cerebral Palsy Sport is a member of the Cerebral Palsy International Sport and Recreation Association (CPISRA) and was also a founding member of the British Paralympic Association.

Cerebral Palsy Sport is a successful and respected influencer and change maker. The core of our work is putting people with cerebral palsy at the heart of what we do and creating opportunities through sport for people with cerebral palsy. Every year we help hundreds of children, young people and adults experience the life-changing benefits that participating in sport can provide. Fundraising is a key for us to provide these opportunities. We fundraise through events, in the community, individual activities and grant applications.

Collaboration is vital in our work and this includes working with key agencies such as Sport England and Children in Need and a wide range of partners including other National Disability Sports Organisations, Active Partnerships, National Sports Governing Bodies, the Activity Alliance, Disability Rights UK, schools, colleges, parents, families and many more.

Our Vision: Is for everyone with cerebral palsy to enjoy being physically active.

Our Purpose: is to improve quality of life for people with cerebral palsy and other physical disabilities through sport, physical activity and active recreation.

Our Values:

- We Listen - understand the barriers and challenges for people with cerebral palsy. Work with them to develop positive solutions, programmes and interventions
- We Build Communities – build the community by working closely with our beneficiaries, funders, workforce, volunteers and the wider sector
- We Enable Independence – support people with cerebral palsy to lead an independent life
- We Welcome Collaboration – work with partners to enhance and influence the sector to change people's lives through sport

Our Structure: Cerebral Palsy Sport currently has an interim staffing structure which includes 6 team members: Chief Operating Officer, Financial Controller, Senior Sports Development Officer, National Sports Development Officer, National Engagement Officer and Administrator.

COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Cerebral Palsy Sport is an equal opportunities employer, committed to equal opportunities policies.

We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, gender, sexuality, socio-economic background.

We particularly welcome people with lived experience of cerebral palsy to apply as we want our Board to better mirror the community we serve.

We are deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at Cerebral Palsy Sport interviews.
- Paying for your travel costs to the office and back for interviews when these are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role with Inclusive Boards.

If there is anything else you're concerned about or think we could provide, please let us know.

THE ROLE

Cerebral Palsy Sport is governed by a Board of up to ten Trustees that bring a range of skills to support the organisation with governance decisions. The Board are independent individuals with a range of skills and competencies across key sectors that enables Cerebral Palsy Sport to operate as an effective strategic national disability sports organisation (NDSO), charity and a Limited Company.

The Board of Trustees is responsible for setting the strategic direction of the charity and ensuring it performs effectively.

Because of the charity's significant role in the development of disability sport, being a Trustee is a position of influence and significant responsibility, now and for future generations and provides the opportunity for national networking.

Key Responsibilities:

- To set and monitor the strategic direction of the charity and to ensure that our strategy is aligned with the values and mission of the organisation;
- To ensure the organisation is properly managed and complies with all relevant law and has the resources, policies and structures necessary to be effective and ensure the highest standards of corporate governance;
- To set the way the organisation is governed and monitor, guide and authorise the work of its sub-committees;
- To approve all major decisions and policies and the annual accounts;
- To ensure that appropriate protection, systems, and checks remain in place to mitigate exposure of the organisation to major risks.

PERSON SPECIFICATION

We are looking for someone who:

- Cares passionately about Cerebral Palsy Sport and who recognises the vital contribution the organisation makes to the lives of disabled people.
- Can be a powerful advocate of Cerebral Palsy Sport and its interests.
- Understands the sports and / or the voluntary sector.
- Has excellent communication skills and an ability to persuade and influence to promote the interests of Cerebral Palsy Sport.
- Has good listening skills and openness to others' views and feedback on own contribution.
- Is able to operate at a strategic level, bringing insight and interrogation to the development of organisational strategy.
- Can take high-level decisions about the future of the organisation.
- Displays a commitment to inclusion and diversity.
- Is committed to Cerebral Palsy Sport's Mission, Vision and Aim.
- We are particularly keen to hear from you if you have lived experience of cerebral palsy.

ADDITIONAL INFORMATION

Time Commitment

The time commitment is between 10 and 15 days per annum to include around 6 Board meetings and the AGM. Depending on particular interests and expertise Trustees are normally appointed to one of the Board sub committees which meet 4-6 times per year. These Include:

- Governance, Compliance and Human Resources
- Finance, Fundraising and Marketing
- Sports Development

Location

At present and for the foreseeable future due to the Covid-19 pandemic meetings are taking place via video conference.

Remuneration

Trustees are non-remunerated but expenses may be reclaimed in accordance with our volunteer's expenses policy.

Terms of Appointment

Trustees are normally appointed for a three year period of office and may be reappointed for a further three years. The appointment of new Trustees will be subject to the receipt of two satisfactory references and completion of a Basic DBS check.

Conflicts

We want Trustees who are passionate about making a contribution to the sport and this may include those actively involved in it. There will inevitably be occasions when there might be conflicts of interest. In these situations he or she should declare an interest and not seek to influence the discussion and decision.

HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Cerebral Palsy Sport. If you wish to apply for this position, please supply the following by **23.59 17/01/2021**

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.
- If you would like to discuss this role informally before applying, please call 0207 267 8369 to Sam Carey
- Due to the ongoing Covid-19 restrictions all interviews will take place via video conference. Our intention is to hold interviews week commencing 25/01/2021

Please send your CV and cover letter to:

CPSport@inclusiveboards.co.uk