



Trustee (Business Development Lead) Herts Disability Sports Foundation (HDSF)

4 Quarterly meetings per year (2 hr duration), plus one strategic planning meeting and one team building event – in person. The Board also holds 8 online meetings across the year, each lasting 1 hour and covering training, key issues relating to HDSF or briefing on any topic of interest.

Salary: This is a voluntary role although HDSF will refund reasonable travel and subsistence expenses and all work-related expenses.

Location: Home and office-based. The HDSF office is based in Baldock, Hertfordshire but meetings are usually held in central Hertfordshire, around the Hatfield area.

Hours: A minimum commitment of 8 hours per month.

HDSF Trustees serve for a term of three years with the potential to serve for 2 terms as a maximum.

About Herts Disability Sports Foundation

Herts Disability Sports Foundation (HDSF) is a relatively small charity working to support adults and children in Hertfordshire with physical and/or learning disabilities to participate in recreational sporting activities. We aim to provide and support opportunities in sports and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education in a supportive and non-judgmental environment.

We offer a fully inclusive service across three key programme areas; Community activities, Bikes without Barriers and our hub for outdoor activities at Stanborough Park. Working with a diverse range of partners (including Day Services, special schools and community groups) we provide cycling opportunities for young people and adults, community fitness sessions in a variety of locations, weekly activity sessions at Stanborough for young people and adults (including watersports), and holidays session for children with physical or learning disabilities and their siblings. Our activities include cycling, boxercise, keep fit, paddleboarding, bellboating and many more – each activity is adapted to the needs of the individual without any assumptions about what they can and cannot do.

During the pandemic, we were able to adapt quickly and switch to online activities for our participants – using grant funding to support the purchase of equipment for individuals to ensure our services could be accessed as widely and fairly as possible. HDSF funds remained relatively healthy during the period and as a result of our innovation and adaptability, we have been able to secure significant grant funding in the following years.

The HDSF Trustee Board currently consists of 7 Trustees including the Chair and Treasurer and we are looking to recruit 2 new Trustees with additional roles of Vice Chair and Business Development Lead. Over the last year the Board have focussed on strengthening

governance and strategic processes; HDSF is beginning a period of growth and the focus on strategy, policy and internal structure and procedures will ensure longevity in delivering our charitable objectives in Hertfordshire.

For more information on our work visit www.HDSF.co.uk

About The Role

As part of the Board of Trustees, and with the Charity Director and Senior Management Team (SMT), you will have the opportunity to inspire, set and maintain the Charity's vision, mission and values, as well as developing strategy. Trustees are expected to be familiar with the work of HDSF (through attendance at activities and briefings) and to support the work of HDSF. With fellow Trustees, you will be responsible for ensuring compliance and accountability for finance, legal and governmental obligations.

Trustees play an essential role in the governance of any charity;

- setting strategic direction and goals,
- ensuring the charity complies with its governing document, charity law and statutory requirements,
- ensuring internal controls are fit for purpose and complied with,
- bring valuable professional or other experience to their charity,
- help to ensure that charities are well-managed through the appointment of senior executive staff.

A detailed outline of the Trustee (Business Development) role with HDSF is at Annex A. For those new to the role of Trustee, the Charity Commission has 2 excellent guides on the Trustee [Essential Guide](#) and [What's Involved](#).

We are currently looking for a Trustee with expertise and experience in business development at an executive level. They will provide leadership and experience to the board on leading and growing a third sector organisation, specifically growing funding, traded income and the development of products/services that also fulfil our purpose. Bringing strategic and analytical skills they will support us in reviewing and developing our funding, income generation and customer management processes. We are a developing charity, expanding our reach across the whole county and would benefit from support in developing our strategy. This requirement for expertise was identified through our latest Trustee Skills Audit.

In return, we offer the opportunity to join a diverse and lively Board of Trustees. We are passionate about HDSF and have a keen interest in the disability community and physical activity. We each bring a different set of skills to the Board (which we think is a real positive) and we try to ensure that each Trustee has the opportunity to make a difference to HDSF, using their personal and professional skills. We currently have a focus on Trustee training and Induction to ensure depth of understanding and collaborative working. We aim to be open, honest and supportive in our dealings with each other and with staff – balancing the role of critical friend with supporting team working across the whole organisation. And we recognise that all Trustees are volunteers – enjoying being a Trustee, feeling confident in your role and being able to make a difference are important to us and, we hope, to you.

Next Steps:

The Trustee Board welcome all applications from people with expertise and experience in business development at an executive level and are particularly interested in receiving applications from those who have lived experience of disability and from those from sectors of our community which are often under-represented on charity boards. Previous experience of being a Trustee is desirable, but not essential.

Application Process: Please contact Sine Bates, HDSF Chief Operating Officer via email (Sine@hdsf.co.uk) with a cover letter and CV. Closing date for applications will be midnight, **Sunday 3rd September 2023**. Interviews will be held on **Thursday 14th September**. Character references will be required for the successful candidate.

Equal Opportunities

HDSF is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, particularly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination.

HDSF is actively working towards certification as a Disability Confident Employer.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

HDSF is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff and volunteers is central to this commitment, and we will ensure that our recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults.

All staff and volunteers working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at HDSF. Appointment will be subject to successful Enhanced DBS clearance and satisfactory references. All HDSF staff and volunteers are required to undertake regular safeguarding training.

www.hdsf.co.uk 

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HDSF Trustee (Business Development) – Responsibilities and Person Specification

Key Trustee Responsibilities – Statutory Duties

1. To ensure that HDSF complies with its governing document, charity law, company law and any other relevant legislations or regulations.
2. To ensure that HDSF pursues its objects as defined in its governing document.
3. To ensure HDSF uses its resource is exclusively in pursuance of its objects.
4. To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To ensure that there is a systematic, open and fair procedure for the recruitment or co-operation of Trustees, future chairs of the board and staff (with a view to succession).
10. To ensure that Trustees have a code of conduct and comply with it.
11. To appoint the executive lead for the charity and monitor their performance.

Other Trustee Responsibilities

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help Herts Disability Sport Foundation's Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. This will involve:

1. Attending Board and other HDSF meetings as appropriate.
2. Participating in one or more Board subgroups as required.
3. Scrutinising board papers and other communications.
4. Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise.
5. Abiding by HDSF's policies and procedures including the Safeguarding, Equality, Diversion & Inclusion and Governance Policies, ensuring these are effectively implemented.
6. Acting as a signatory on behalf of HDSF, when mandated by the Board to do so.
7. Participate in activities to promote HDSF to our beneficiaries, funders and the wider public.
8. Contributing on other issues or areas of special expertise.

Business Development Lead Additional Responsibilities

We are currently looking for trustees who have executive level experience, specifically with expertise in business development. They will provide leadership and experience to the board on leading and growing a third sector organisation, specifically growing funding, traded income and the development of products/services that also fulfil our purpose. Bringing strategic and analytical skills they will support us in reviewing and developing our funding,

income generation and customer management processes. Through the leadership of this role, the board will be able to better understand the needs and unique challenges it will face as a growing charity.

The postholder will:

- Provide leadership and new ideas from the third sector on the areas of business development, product/service development and/or customer relationship good practice.
- Advise on the sales cycle and processes for HDSF's current activities and identify strengths, weaknesses, opportunities and threats.
- Identify routes for sales and services to new and existing customers.
- Successfully support business development, sales and/or product development.
- Support the development of networks, and a willingness to draw on contacts as appropriate.
- Work at a strategic and visionary level whilst understanding the detail and complexities of delivery, and the influencing skills needed to bring staff and stakeholders along with plans.
- Ability to analyse risks and opportunities, and take a balanced approach to both.
- Support the planning of Fundraising Initiatives

Person Specification and Requirements for this role

- A commitment to the aims and values of Herts Disability Sports Foundation.
- Ability to provide the level of commitment required for the role of Trustee.
- Experience of governance – desirable but not essential.
- Be eligible for appointment as a Charity Trustee and willing to undertake a DBS check.
- Ability to work as part of a team.
- Lived experience of disability and/or knowledge of the disability community and physical activity.
- Have expertise or knowledge in:
 - Business advice / analysis
 - Market Research
 - Commercial Awareness
 - Fundraising
 - Marketing and PR,
 - Oral Communication Skills
 - Written Communication Skills
- Other possible skills:
 - Numeracy and Finance
 - Customer Service
 - IT Skills
 - Leadership
 - Project Management