



## **Trustee (Vice Chair) 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](http://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 (Vice Chair) role with HDSF is at Annex A.

We are looking for an experienced Trustee with knowledge and understanding of the function and governance of Charity Trustee Boards. As Vice Chair they will support both the Chair and Trustees to develop best practice in Board performance and impact on achieving HDSF's strategic objectives. They will, on occasion, deputise for the Chair and will have extensive experience of running effective meetings. They will have a high level of interpersonal skills allowing them to work in a collaborative manner with the Chair, Trustees and Senior Management Team whilst being able to provide an alternative perspective. As Vice Chair they will support the development and support of our recently established Trustee working groups, sharing their experience as a Trustee and using their personal networks to support the work of the Board. Experience of working with a disability related charity is not essential but a passion for equality would be key to any appointment.

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 knowledge, understanding and experience of the function and governance of Charity Trustee Boards 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.

**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 3<sup>rd</sup> September 2023**. Interviews will be held on **Thursday 14<sup>th</sup> 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 (Vice Chair) – 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.

## **Vice Chair Additional Responsibilities**

We are looking for an experienced Trustee with knowledge and understanding of the function and governance of Charity Trustee Boards. As Vice Chair they will support both the Chair and Trustees to develop best practice in Board performance and impact on achieving HDSF's strategic objectives. They will, on occasion, deputise for the Chair and will have extensive experience of running effective meetings. They will have a high level of interpersonal skills allowing them to work in a collaborative manner with the Chair, Trustees and Senior Management Team whilst being able to provide an alternative perspective. As Vice Chair they will support the development and support of our recently established Trustee working groups, sharing their experience as a Trustee and using their personal networks to support the work of the Board.

The postholder will:

1. Build a strong and effective working relationship with the Chair and other Trustees.
2. Assist and support the Chair in providing leadership to the Board, through the governance arrangements, and also acting as a 'sounding board' and confidante to the Chair in the execution of his/her role.
3. Act as a 'sounding board' and 'critical friend' to the Trustees of the Board and members of the Senior Management Team (SMT), promoting constructive relations between the SMT and Trustees.
4. Lead on the introduction of a Board appraisal process in conjunction with the Chair and carry out the annual appraisal of the Chair of Trustees.
5. In the Chair's absence, chair meetings of the Board and deputise for the Chair in any other ways as appropriate.
6. Determine, in conjunction with the Chair and SMT, meeting agendas; ensuring they are forward looking, focused on strategic matters and include all matters of concern to all meeting attendees.
7. In conjunction with the Chair, take a leading role in finalising any changes to the structure and composition of the Board.
8. Review and evaluate HDSF's performance in terms of the appropriate standards of corporate governance, and compliance with the Charity Governance Code in force at any time.

## **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 and the role of a charity Trustee is 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/experience relating to:
  - Charity governance
  - Organisational effectiveness
  - Interpersonal Skills
  - Effective leadership
  - Effective Meetings
  - Oral Communication Skills
  - Written Communication Skills
- Other possible skills:
  - Fundraising
  - Digital Transformation