



Become a Trustee

Candidate Information Pack





A FEW WORDS FROM OUR CEO

Dear candidate. Thank you for showing an interest in this role and taking the time to read this information pack.

We know that Yorkshire is a sports mad county. From the crowds that turned out for the Tour de France (and Tour de Yorkshire), to the success that Yorkshire athletes had at the Olympics, to the thousands of mass participant runners pounding our city streets, to the thousands of volunteers making sure matches take place every week; we know that sport is part of the fabric of our communities.

Around a million people in West Yorkshire and South Yorkshire take part in sport and recreation activities each week. But that is not enough. We want to create opportunities for the other two thirds of our population to take part so they too can enjoy the significant health and personal development benefits that we know that sport can deliver. We know more people of all ages want to play sport; it's our job to make it easier for them to do so through supporting the right activities in the right place and at the right price.

Yorkshire Sport Foundation is one of the 44 County Sport Partnerships in England which are networks of local agencies committed to working together to increase the number of people taking part in sport and physical activity. We cover the second largest population of all County Sport Partnerships in England and have a strong reputation regionally and nationally for our work.

But we are not about to rest on our laurels; we know we need to do more. We are entering an exciting period as we implement our ambitious new strategy that will see us set challenging participation and financial targets.

To help us with this next phase of growth we are looking to strengthen our talented and committed Board of Trustees with several new appointments. If you are excited by the prospect of using your skills and experience to make a difference to sport in the Region as one of our Trustees, we would really like to hear from you.

Thank you

Nigel Harrison
Chief Executive

“As a charity running a County Sports Partnership, our role is to support our partners to provide grassroots sport across South Yorkshire and West Yorkshire.”



ABOUT YORKSHIRE SPORT FOUNDATION



Yorkshire Sport Foundation was formed in 2011 with the joining of South Yorkshire Sport and West Yorkshire Sport, two of the original County Sports Partnerships. These were originally formed in 2001 as a result of local authorities working together to plan and deliver sports provision across the county.

Since then we have grown into an independent charitable company that works with a wide range of organisations such as Governing Bodies of Sport, Universities, Schools, Colleges, Health Bodies, Sports Clubs and, of course, Local Authorities to promote and provide a well-connected system, high quality sport and physical activity across the county.

We are part of a national network of 44 County Sports Partnerships primarily funded by Sport England who regards them as a major delivery vehicle in their quest to get more people playing sport across the country. In Sport England's rigorous assessments we have consistently been graded on the highest level for a number of years.

With a combined population size of around 3.5 million we cover the largest population in the country outside of London. We have a dedicated team of staff, operating out of offices in Leeds and Sheffield, who are passionate in their belief in the huge benefits that playing sport and being active can bring to people's health and well-being along with the strengthening local communities. In particular we know that certain sectors of our communities find it hard to access sporting opportunities and so much of our work needs to be targeted on those people.

We have recently undertaken a review has redefined our mission and aims building upon the work we have done in the past. Our focus will remain on growing participation in sport and physical activity, promoting inclusive opportunities and increasing investment into the sector.



TRUSTEES



Leeds

Unremunerated

Yorkshire Sport Foundation is a charitable company and County Sports Partnership operating across South Yorkshire and West Yorkshire. The Board is has developed an strategy that intends to shift the reliability from entirely being dependent on Sport England for funding to a more balanced income portfolio. In doing so it is seeking to make the most of its charitable, not-for-profit status along with broadening its service offer.

Our current Board is made up of committed and knowledgeable people who are all senior leaders in our industry. The Board recognises it needs to widen its experience, skills base and its contacts by recruiting senior-level people who can open up opportunities for us beyond our current networks.

We want the Board to have a wide skills base and are looking for people with experience of any of the following:

- Commercial Sector – Along with the skills and knowledge of being a Trustee we are seeking people with real influence across the region who can open doors and make connections that can be followed up by senior staff. In particular links with the business sector across Yorkshire will be important as we develop our offer
- Charitable Sector - We are seeking an individual with senior level experience of working in the charity sector who has developed strategies for raising income for their charity
- Health Sector - Our strategy will embrace wider physical activity work alongside sport and we are seeking someone who can support this through their knowledge of the health sector, especially around the commissioning of services
- Service Sector – We are seeking someone who has the experience of understanding markets and developing the service offer that meets the needs and wants of our current and potential customers
- Digital Sector - Technology is changing the way we live, in our homes, workplaces and leisure activities. We would welcome someone with knowledge and experience of how technology can be used to change lives.





WHAT WE DO

Our role within this sporting structure is clear: **'To connect, influence and provide sport to make it an everyday part of people's lives'.**

CONNECT



There are a huge number of organisations delivering sport across the counties; we work to connect to promote a collaborative approach that will result in a better service to our communities.

Example: Tour de France Legacy Planning

Working with our transport colleagues we led groups in both counties consisting of a wide range of organisations involved in cycling primarily from the leisure, transport and health sectors. Joint long term plans were put in place to make the most of the event that involve improvements to infrastructure, increasing the number of events and activities and training more coaches and leaders.

INFLUENCE



We have a wealth of data and insight into sport across our counties which give us the foundation for good planning. We have led or supported all of the district wide sport and physical activity strategies across West Yorkshire in addition to facility strategies and sports specific plans.

Example: Everybody Active – Kirklees Physical Activity and Sport Strategy

Working with the major providers in Kirklees we wrote the district wide strategy which was launched in March 2015. The strategy sets out the direction for developing sport and physical activity over the next five years along with setting out the main actions to be undertaken. The strategy is being implemented and monitored by the Everybody Active Partnership consisting of senior leaders across the District.

PROVIDE



We are responsible for many sports programmes planned and implemented with our partners. Some are nationally funded by Sport England, such as Community Games (small local events) and Satellite Clubs (sports clubs on every secondary school site). Others are locally developed such as Creating Connections (a disability sports programme).

Example: Sportivate

This national programme addresses the drop off in sport in 14 to 25s. It consists of 6 to 8 weeks of coaching programmes focussed on young people. In the last year over 10,000 people were involved in over 500 projects across South Yorkshire and West Yorkshire benefitting from high quality coaching in a wide range of activities from the more traditional football and cricket to less formal activities such as skateboarding and Indian Dance.



EVENTS



We organise numerous events throughout the year such as conferences and seminars for those working in sport. We also organise events and competitions for people playing sport.

Example: West Yorkshire / South Yorkshire School Games

These events are the largest multi sports events in the counties involving over 6,000 school students competing in the Winter and Summer Games. The Games are a culmination of sports competitions in schools and across the districts with the winners qualifying for the county finals. The Games take place at prestigious facilities in the county giving students representing their schools a real Olympic feel to sports competition.

RECRUITMENT



There are a huge number of volunteer and paid coaches, administrators, helpers, teachers and many others ensuring sport is delivered on a daily basis across our two counties. We have around 13,000 coaches and volunteers on our database who regularly receive updates and information from us. Last year over 600 people attended our training courses often gaining qualifications along the way.

Example: Volunteers

Leadership Academies have been established in South Yorkshire districts providing training and volunteering opportunities for young people aged 14+ with exceptional leadership qualities. 68 young leaders have been recruited and have provided support at a range of major sport events.

SUPPORT



We provide a range of support services for our local partners. National Governing Bodies have been tasked with increasing the numbers of people playing their sport and it's our role to support at a local level. We also support our club structure through funding information, advice on development and training and education workshops.

Example: Primary School Sports Premium

Each primary school across our county has been given government funding of around £9k to improve their PE and sport provision. We are funded to give support to the 1,100 primary schools across our counties in spending the budget effectively. This has included organising conference, staff training, promoting Centres of Excellence, promoting opportunities for governing body programmes, training the coaching workforce and providing more direct support where required.



ROLE DESCRIPTION

Yorkshire Sport Foundation is a Company Limited by Guarantee (No. 7633990) with charitable status (No. 1143654).

The Company is governed by a Board of Trustees who also act as members and directors of the Company. The Company aspires to implement the highest standards of corporate governance in line with Company and Charity laws and guidelines

DUTIES

- In liaison with the Chair, fellow Board Members and the Chief Executive Officer establish a vision and strategy for Yorkshire Sport Foundation
- To give strategic direction to Yorkshire Sport Foundation
- To be a strong advocate for the work of Yorkshire Sport Foundation and for sport in West Yorkshire
- Be committed to the vision, purpose, and values of Yorkshire Sport Foundation
- To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions
- To ensure that the objectives of Yorkshire Sport Foundation, as agreed by the Board, are fully, promptly and properly carried out.
- To ensure that the organisation complies with its

governing document, charity law, company law and any other relevant legislation or regulations

- To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

OBLIGATIONS

- Act in the company's best interests, taking everything relevant into account
- Respect the company's constitution and decisions taken under it
- Be diligent, careful and well informed about the company's affairs
- Understand the importance and purpose of the meetings and be committed to preparing for them adequately and attending them regularly
- Analyse information and where appropriately challenge constructively
- Be able to respect boundaries between executive and governance functions
- Be able to maintain confidentiality on sensitive and confidential information
- Be able to make collective decisions and stand by them.

COMMITMENTS

The Board meets formally at least four times per year.

There is a further expectation that Board members will contribute to specific project groups as they arise from time to time along with being invited to a number of events throughout the year.



PERSONAL SPECIFICATION

| AREA | REQUIREMENT |
|--------------------|--|
| Experience | <ul style="list-style-type: none"> Experience of applying and promoting the highest standards of corporate governance and compliance within a corporate environment Experience of advocacy amongst a wide range of networks Track record of achievement in an appropriate environment or ability to represent a partner organisation at the highest levels Experience of working in a role where strategy development and implementation have been an integral part Experience of working in a service delivery or volunteer based organisation with a strong customer focus Experience of tackling complex problems through evaluation and analysis of information and the setting of strategic direction |
| Knowledge / Skills | <ul style="list-style-type: none"> Maintain or acquire a strong command of issues relevant to Yorkshire Sport Foundation Willingness to continually develop and refresh knowledge and skills to ensure the contribution to the Board remains informed and relevant Strong interpersonal skills |
| Competencies | <ul style="list-style-type: none"> Ability to take a considered view in making judgements Ability to nurture partnership and mutual respect on the Management Board Ability to question intelligently Ability to debate constructively Ability to challenge rigorously, probe issues and question accepted ways of working Ability to make decisions objectively |
| Behaviours | <ul style="list-style-type: none"> Commitment to stay well-informed about Yorkshire Sport Foundation and the external environment in which it operates Willingness to contribute fresh perspectives to support the work of Yorkshire Sport Foundation Uphold the highest ethical standards of integrity and probity Support the Chief Executive Officer in his / her leadership of the business of Yorkshire Sport Foundation Ability to listen sensitively to the views of others, inside and outside the Board Ability to gain the trust and respect of both other Board members and stakeholders outside the partnership |
| Circumstances | <ul style="list-style-type: none"> Willingness to commit time to attend meetings of the Board and Committees as necessary |
| Specific Skills | <p>We are looking for blend of skills that will contribute to an effective Board. These include:</p> <ul style="list-style-type: none"> Business planning and operation Strategic Planning Marketing / media / PR Legal / HR / Company Governance Sport and physical activity development Financial control |



HOW TO APPLY

If you wish to apply for this position, please supply the following:

- A CV setting out your career history, with responsibilities and achievements, details of your current salary and benefits (in confidence) and preferred contact details
- A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in the job description and person specification
- Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you. Referees will not be contacted without your prior consent.

It is essential your CV and supporting statement /covering letter cover all the relevant experience that the selection panel will be looking for in the sift process. If you wish to receive a hard copy of the content, or in an alternative format please get in touch.

Applications and inquiries to be sent via email or post to:

nigel.harrison@yorkshiresport.org

Nigel Harrison
Yorkshire Sport Foundation
WYJS Building
Nepshaw Lane South
Morleuy
Leeds
LS27 7JQ

YOUR PERSONAL INFORMATION

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information;
- ensure that you know why we need it;
- protect it and, insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure that you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- use your information only for the purposes you have authorised.

We ask that you:

- give us accurate information;
- tell us as soon as possible of any changes; and
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you apply, so that your application form and CV can be assessed. These individuals will usually be identified in the information pack.

HOW WE WILL DEAL WITH YOUR APPLICATION

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

After the closing date for applications:

- You will receive an automatic acknowledgement of receipt of your application when you apply
- Your application will be sifted against the criteria detailed in this pack
- and a long list will be compiled. All applicants will be contacted with feedback
- Selected candidates selected will be invited for interview and the selection panel will agree a shortlist for final panel interviews
- All candidates interviewed will be contacted with feedback
- Where a candidate is unable to attend an interview on the set date then an alternative date will be offered only at the discretion of the panel
- If successful, you will receive a letter confirming your appointment
- If you are unsuccessful, you will be notified and feedback will be offered.

2015-16 Highlights

£1.6m invested in grassroots sport

Sportivate

9,700 

tried a new sport

300 providers

464 projects

Workforce

- 1,576 coaches attended workshops
- 109 coaches received bursaries
- £19,868 invested into the coaching
- £12,635 match funding
- 350 volunteers at our events

#MYCLUB

- 51 clubs received mentoring
- £11,500 in development grant distributed
- 18 clubs on volunteer programme

208 Satellite Club projects

4456 young people getting active

90% secondary schools with a satellite club

Creating Connections

305 participants matched with activity to suit their ability

70% of participants showed an increase in activity habits

94 talented athletes in 32 sports supported by free training through STARS scheme

120



activators trained to lead activities in community

1,200 joined in at our  Activity Village

200 ran the Yorkshire Sport Foundation Leeds Mile

SCHOOL GAMES

5,900

athletes

350

volunteers

26 sports



Awards

15 year-old Jordan Catling from West Yorkshire named Satellite Club Participant of the Year

Fariyah Safah from Sheffield named the Sportivate Participant of the Year for her contribution and outstanding commitment to sport

OUR ROLE IS

To CONNECT, INFLUENCE and PROVIDE sport to make it an everyday part of people's lives

1.2 MILLION ADULTS AND EVERY CHILD PLAYING SPORT ACROSS WEST YORKSHIRE AND SOUTH YORKSHIRE

TO PURSUE OUR VISION OF

A VIBRANT, HEALTHY and PROSPEROUS Yorkshire through Sport

TO TURN OUR VISION INTO REALITY WE AIM TO ACHIEVE

MORE PEOPLE taking part in sport on a regular basis

GREATER INCLUSIVITY so that everyone can take part

A robust charity that MAXIMISES INVESTMENT into sport

THROUGH

A well CONNECTED AND WELL-INFORMED sport structure

A skilled and committed sports WORKFORCE

Improved PLACES to take part

Targeted provision of ACTIVITY PROGRAMMES AND EVENTS

Improved PROMOTION of opportunities and inspiration

Increased INVESTMENT into the charity and sport

WE WILL, AMONGST OTHER ACTIONS

- Support our Community Sport Networks
- Write and contribute to strategies and plans
- Develop and promote sporting pathways
- Provide data and insight

- Recruit coaches, volunteers and others
- Support training programmes for the sports sector

- Plan facilities
- Influence others
- Support funding bids

- Develop and manage a range of sports programmes
- Organise a series of county-wide events

- Exploit digital technology to the full
- Develop and implement marketing plans
- Make use of sports icons to inspire people

- Develop a range of paid-for services
- Work with businesses to increase investment
- Operate a well-run charity that cares for its workforce

BY

Promoting COLLABORATION

Taking an INNOVATIVE approach

Sticking to our VALUES OF Passion, Integrity, Learning, Outcome Focussed, Trust and Teamwork

ALL LEADING TO

Improved health and well-being

Increased sense of belonging to communities

Improved education and skills

Greater investment into the economy



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Yorkshire Sport Foundation is a company limited by guarantee in England and Wales: 7633990
Registered charity in England and Wales: 1143654

