



Become a Trustee

Candidate
information
pack



A FEW WORDS FROM OUR CHAIR

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 place. 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. But we also know sport isn't for everyone, some people just like being active, with all the health and wellbeing benefits it brings.

Around 1.7 million people in West Yorkshire and South Yorkshire enjoy sport and physical activity each week. But that is not enough. Around 40% of our population are not active enough to improve both mental and physical health. We want to find ways for everyone to take part and enjoy the health and personal development benefits. We know people in some communities find it harder to play sport and be active; it's our job to make it easier for them by supporting them design and develop the right activities in the right place and at the right price.

Yorkshire Sport Foundation is one of the 42 Active 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 Active 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 develop an 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 with new appointments. If you are excited by the prospect of using your skills and experience to make a difference to sport and physical activity in the Region as one of our members, we would really like to hear from you.

Thank you

Paul Reid

“As a charity running an Active Partnership, our role is to support our partners to promote and encourage as many people across South Yorkshire and West Yorkshire to be physically active.”





OUR COMMITMENT TO A DIVERSE BOARD

Our Board members and employees strongly believe that we should be operating to the highest standards of corporate governance, equality and transparency. This is not about ticking boxes for the sake of it, but is a genuine commitment to do the right thing. As part of this, and as a minimum, we will adhere to Sport England's highest tier of the Code for Sports Governance along with achieving the relevant Safeguarding, Equity and Quality Standards, such as Quest.

Yorkshire Sport Foundation is committed to eliminating discrimination and encouraging diversity and inclusion within our workforce, in the partnerships we support and in the delivery of high quality sporting activities and programmes. We oppose all forms of unlawful and unfair discrimination including direct and indirect discrimination, harassment, bullying and victimisation. We recognise our legal obligations and will abide by the requirements of all relevant legislation.

At the heart of this is our commitment to equality and diversity that is reflected in the Board diversity policy. We must start at the highest level within the Board room.

We recognise and embrace the benefits of having a diverse Board, and see increasing diversity at Board level as an essential element to achieve our stated aims and objectives. A truly diverse Board will include and make good use of differences in the skills, experience, background, race, gender and other qualities of Trustees. We are committed to progressing towards achieving gender parity and greater diversity generally on our Board, including, but not limited to, Black, Asian, minority ethnic (BAME) diversity and disability. As a reflection of this commitment we will achieve and maintain a minimum of 30% of either gender.

These differences will be considered in determining the makeup of the Board and be balanced appropriately whenever possible. All Board appointments are made on merit, in the context of the skills and experience required to fulfil its responsibilities.



ABOUT YORKSHIRE SPORT FOUNDATION



Yorkshire Sport Foundation was formed in 2011 with the joining of South Yorkshire Sport and West Yorkshire Sport. These were originally formed in 2001 as a result of local authorities working together to plan and deliver sports provision across their counties.

Since then we have grown into an independent charitable company that works with a wide range of local, sub-regional and regional 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 for high quality sport and physical activity.

We are part of a national network of 42 Active Partnerships primarily funded by Sport England who regards them as a major delivery vehicle in their quest to get everyone active 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 our head office and remote offices across the districts, 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 be active and so much of our work needs to be targeted on those people.

Around 70% of our resources are focused on 36 of our low-income communities identified for further support.

More intensive work has continued in places like Burngreave, Dearne Valley, Fartown and Birkby where we are getting an insight into how a genuine "asset-based community development" approach can work.





WHAT WE DO

Our role within this sport and physical activity structure is clear:

'To connect, influence and provide sport to make it an everyday part of people's lives'.

DISTRICTS



We promote and support the nine District Activity Partnerships across the area, with local Managers and Officers providing the essential co-ordination and facilitation that multi-agency groups require to progress. These provide a platform for strong leadership of physical activity across the districts.

Example: Sport England's Local Delivery pilots

We continue to benefit from three of the twelve national Sport England Local Delivery Pilots in Bradford, Calderdale and Doncaster. These have accelerated over the year with extensive research bringing about the sharing of learning. In addition, the core cities of Leeds and Sheffield have seen increased investment to support work in focus communities.

COMMUNITIES



Around 70% of our resources are focused on 36 of our low-income communities. We are increasingly learning from communities and local organisations about ways people support people to be active.

Example: Active Dearne

We recruited three Community Champions to work across communities in Denaby, Swinton, Thurnscoe and Goldthorpe. They set up local groups and created ways for people to be active. For example, working with Denaby Library and the local social subscriber they have started a walking group; in Swinton a local football club has had huge success with a walking football session; in Thurnscoe and Goldthorpe, The Salvation Army has encouraged adults to take part in Beat the Street, walking over 11,000 miles in six weeks.

PROGRAMMES



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: Satellite clubs

We provide funding to local clubs and organisations to set up opportunities for inactive young people aged 14-19. We have focused on groups that are more likely to be inactive such as girls, low socio-economic groups, BAME and young disabled people.

107 new clubs have been established this year with a further 33 clubs continuing from previous years. These have involved 2,200 young people - two-thirds were girls and young women.



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INFLUENCE



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

Example: Creating Active Schools

The framework was developed as a result of a conference engaging specialists and practitioners from across the country, Europe and beyond with support by our PE and Education team along with Leeds Beckett University and Public Health England (Yorkshire).

The framework is gaining huge interest, locally and nationally, with the results of the pilots in Bradford and other places expected next year.

DATA



We have a wealth of data and insight into sport and physical activity 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. We have entered into partnerships with a number of sporting organisations that has resulted in us providing bespoke data and performance reports to help them plan their work.

Example: Open data

We are also part of the Openactive programme to support people working with data to transform the sport and physical activity sector across the country.

PROGRAMMES



We continue to co-ordinate the delivery of programmes and events on behalf of national, regional and local partners, concentrating our efforts in our focus communities.

Example: Leveling the Field

The Levelling the Field programme engaged over 400 women who had experienced recent crisis.

Funded by Comic Relief, the project was a partnership between Yorkshire Sport Foundation, Together Women and YWCA Yorkshire. It used physical activity as an engagement tool delivered by keyworkers, volunteers, or Community Champions. More than 400 women were involved in the project. When asked, wellbeing had improved by 14% with a 20% increase in both life satisfaction and happiness. 120 women achieved qualifications to deliver activity in their own community.



EVENTS



We organise numerous events throughout the year such as conferences and seminars for those working in sport and physical activity. 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 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 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 and physical activity in South Yorkshire and 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 judgment 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 their 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 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 six times per year.

Board members may contribute to specific project groups as they arise from time to time and will be invited to a number of events throughout the year.



PERSONAL SPECIFICATION

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



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 to:

nigel.harrison@yorkshiresport.org

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 acknowledgment 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
- 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.



THE FIVE SOCIAL OUTCOMES

Physical wellbeing

Mental wellbeing

Individual development

Social and community development

Economic development

OUR VISION IS

A vibrant, healthy and prosperous Yorkshire through sport and physical activity

OUR ROLE IS

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

TO TURN OUR VISION INTO REALITY WE AIM TO ACHIEVE

More people being active on a regular basis

Greater inclusivity so that everyone can be active

A robust charity that maximises investment into sport and physical activity

THROUGH

A well connected and well informed sport and physical activity structure

A skilled and committed workforce

Better places and environments to play sport and be active

Activities and events in local settings

Improved promotion and communication of opportunities

A strong organisation that promotes investment

WE WILL, AMONGST OTHER ACTIONS

- Support the District Activity Partnerships
- Build and share evidence and insight
- Improve influence in city regions

- Support recruitment, coaches, volunteers, ambassadors
- Influence professionals in other sectors
- Provide training and education

- Assist with strategic plans
- Influence planning and transport
- Assist with funding bids
- Engage with and listen to communities

- Develop and support targeted programmes
- Organise county-wide events
- Use Asset Based Community Development approach

- Exploit digital to the full
- Support activity campaigns
- Amplify partners' messaging
- Build and share audiences

- Apply UK code of governance
- Continually improve
- Influence investment into the counties

BY

A spirit of collaboration and working with communities

Local place-based planning

Being innovative and risk taking

Adhering to our values: passion, integrity, learning, outcome focussed, trust, teamwork



LOTTERY FUNDED

Yorkshire Sport Foundation, Nepshaw Lane South, Morley, Leeds, LS27 7JQ

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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