

Trustee Recruitment brief June 2024



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Contents

- Contents..... 2
- Message from our Chair 3
- About us..... 4
 - Our vision 4
 - Our goals 4
 - Our values 4
 - Our work..... 5
 - Our strategy 5
- Who we work with and for 6
- Our story 7
- Diversity and inclusion statement 8
- Organogram 9
- Our Board..... 10
- Board role and duties 11
- What we’re looking for 12
- General information 14
- Privacy notice..... 15
- How to apply and the process 16
- Recruitment timetable 17

Message from our Chair

Activity Alliance is the leading voice and national charity for disabled people in sport and activity. We are proud of the success we have achieved so far and excited about what the future will bring.

We are looking for two new Trustees, who will add value in our exciting journey. Passionate people who will bring their strategic expertise and/or their lived experience to bring about positive change to benefit more disabled people. This change is now even greater following the COVID19 pandemic.

Our vision is fairness for disabled people in sport and activity and to achieve this, we are committed to delivering on a clear strategy and growing our impact and reputation.

I'm so pleased that you are interested in joining us in delivering our vision and would like to thank you for your interest. I can promise you that it will be an inspirational and developmental move.

You will understand and believe in the broader impact of bringing the right people, the right insight and the right strategy to build our movement. Your connections within and beyond our sector will be useful as we move into our next strategy cycle.

Our Trustees support our Chair, Executive Team and the Board. They ensure our staff are happy, empowered and equipped to work and thrive in our organisation.

I find working for Activity Alliance a truly motivating experience. I am continually impressed by our team and the way they work together to rise to challenges. It is driven by a passion for the power of sport and activity in disabled people's lives, and to support organisations to embed inclusive practice.

Being a Trustee is rewarding and fun. We hope you find this recruitment pack useful as you apply.

Sam Orde OBE
Chair of the Board of Trustees, Activity Alliance

About us

Activity Alliance is the national charity and leading voice for disabled people in sport and activity.

Our vision

Fairness for disabled people in sport and activity.

It is not right or fair that disabled people are the least active in our society. Sport and activity play an important role in our nation's health. We want to create a fairer society for everyone. A place where everyone can be active however and wherever they want to be.

Our goals

We will close the gap between disabled people's level of inactivity and that of non-disabled people.

Disabled people participate in sport and activity less than non-disabled people and are also twice as likely to be inactive. We call this the fairness gap, and we aim to close this gap within a generation by focussing on these two key goals:

1. Changing attitudes towards disabled people in sport and activity
2. Embedding inclusive practice into organisations

We cannot do this alone and so - we are building a powerful movement to drive change working together with others. This movement includes our staff, board, members and most importantly communities.

Our values

Everything we do is underpinned by our shared values. They shape our work and support us to embed a strong dynamic culture across our organisation.

1. We care - we are passionate about what we do, and who we do it for.
2. We unite - we collaborate with others to achieve greater outcomes.
3. We champion - we recognise everyone's voice must be heard if we are to provide equitable places to live, work and thrive.

Our work

Activity Alliance pushes for inclusion to be at the centre of all plans in sport and activity and disabled people to be prioritised, locally and nationally.

We work with many amazing organisations, groups, and individuals, and are at the centre of influential programmes for disabled people. Our teams work across various specialisms driving change in disability, inclusion, and sport. However, the reality is that disabled people are the least active group in society, and we must all do more to change this negative picture.

Our strategy

As we develop our new strategy for launching later this year, our current strategy, Achieving Fairness, is ambitious and recognises the need to tackle inactivity and inequality head on. The COVID-19 pandemic hit disabled people the hardest in many ways and our role has never been more important.

We know that we cannot achieve our vision alone. We work closely with our members, partners, and other people across various sectors to support and influence disabled people's activity. Disabled people's lived experiences are essential to ensuring fairer opportunities in sport and activity.

We will not settle until every disabled person can reap the same physical and mental health and social benefits as non-disabled people.

[Read Achieving Fairness - our 2021-2024 Strategy here.](#)



Who we work with and for

Activity Alliance is a membership organisation that sits within a wider movement with the long-term ambition to see fairness for disabled people in sport and activity. We know that to make sustainable change happen in society, the power of collaboration is vital. It enables us to use our organisational strengths to achieve more meaningful goals together.

Our members are a wide variety of charities and private and public sector organisations. They have a wide reach across local and national communities, and share our passion, drive, and enthusiasm to close the fairness gap.

The [Get Out Get Active programme](#) is an excellent example of forming partnerships with local people, working with local members. This has enabled us to engage so many people within communities in sustainable, social, and fun activity.

Our members are organisations and groups who share our vision and work to ensure that disabled people can lead active lives. With their support and expertise, we are building a powerful collaborative movement for change.

The organisations we work with include our primary funding partners Sport England, Spirit of 2012, and the London Marathon Charitable Trust. And, our founding members, the [National Disability Sport Organisations \(NDSOs\)](#) for people with specific impairments.

We support many organisations across different sectors, including National Governing Bodies (NGBs) of sport and leisure providers. Our improvement work benefits regional, coaching and education networks, including the Active Partnerships, clubs, and schools.

Our story

In December 2021, Sport England committed to Activity Alliance as a system partner. We secured over £8million investment over five years, the longest funding period ever from Sport England for the charity. This is a huge testament to the charity's strong reputation, as well as providing a solid financial base.

We benefit from a highly committed, expert staff team, and a friendly, supportive organisational culture. Our employee surveys continue to show high levels of satisfaction in pride, motivation, job satisfaction, positive organisational culture and a good relationship with their line manager.

Disabled people are at the heart of everything we do and are a vital part of our workforce at every level.

Prior to the pandemic, the fairness gap between non-disabled and disabled people had dropped by 3%, the pandemic is still impacting disabled people's activity levels.

The team at Activity Alliance and our partners are working hard to address these challenges, and our strategy has two core aims. They are **changing attitudes towards disabled people** and **embedding inclusive practice** into organisations. Funding from various streams will help with this, and an ever-growing focus on inclusion provides a boost to the operating environment we work within.

Adam Blaze became our new Chief Executive in January 2023, after Barry Horne MBE retired following 12 years at the helm. Formerly at Sport England, Adam brings strong leadership, strategic know-how and a passion to turn insight into action.

Diversity and inclusion statement

Our Activity Alliance team is committed to building a diverse and inclusive culture that recognises and develops everyone's potential.

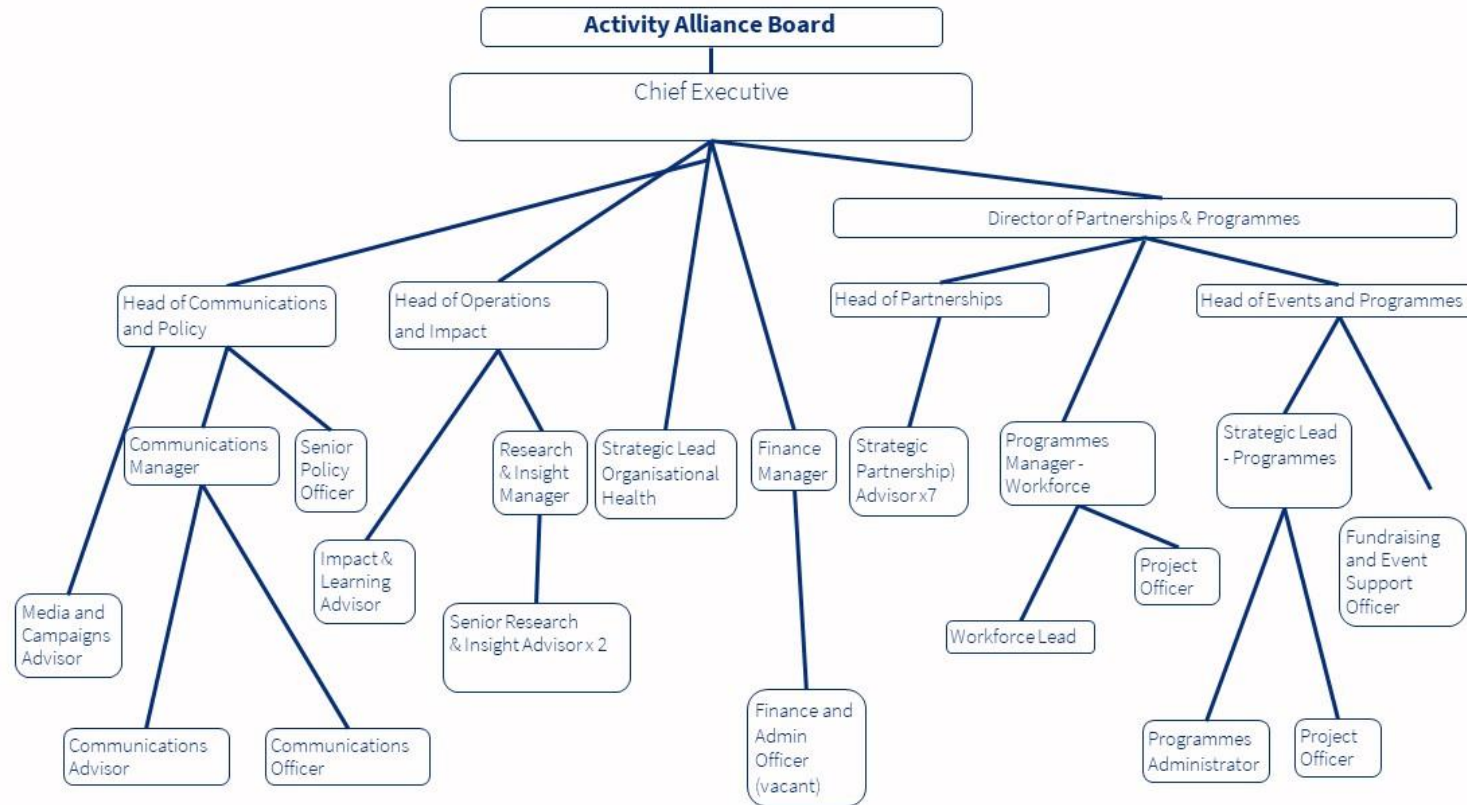
We recognise the benefits and opportunities of having a diverse Board and staff team who value one another and realise the contribution they can make to achieving our vision.

We are committed to equality, inclusion and diversity in all our activities and we promote equitable processes and practices in all our work.

We are proactive in taking steps to ensure inclusion for all the people who work for and with us. This includes promoting equality and diversity so everyone feels welcome, but in particular for those identified in the Equality Act 2010 with the following "protected characteristics": age, disability, ethnicity (including race, colour and nationality), gender, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity.

This statement applies to all staff, beneficiaries, trustees, volunteers and our partners.

Organogram



To find contact details for staff members visit the [team page on our website](#).

Our Board



Sam Orde OBE
Chair



Phil Friend MBE, Vice Chair
Senior Independent Director, Chair of
Nominations Group, Diversity,
Equality and Inclusion Lead



Andrea Deane
Chair of Finance Audit
Risk and Governance
Committee



Rob Belbin
Safeguarding Lead
Nominations Group



Rebecca Evans
Equality champion - board



Piers Martin



Isabelle Michelson
Nominations Group



Genny Cotroneo
Nominations Group



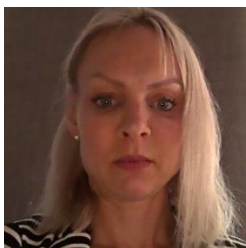
Gabriel Odia



Loretta Sollars
Finance Audit Risk and
Governance Committee



Lucy Smith
Finance Audit Risk and
Governance Committee



Emma Pawson
Finance Audit Risk and
Governance Committee

Board role and duties

Trusteeship at Activity Alliance is rewarding for many reasons - from a sense of making a difference, to gaining new experiences and relationships. It will sometimes be demanding of your time, skills, knowledge and abilities. Being aware of the expected duties and responsibilities will help you to carry out your role in a way that not only serves Activity Alliance well but also gives you confidence that you will be complying with key requirements of the law.

The role of the Trustees is to provide strategic direction and leadership for Activity Alliance. As a Trustee of Activity Alliance you will:

- Ensure Activity Alliance is carrying out its purposes for the public benefit
- Comply with Activity Alliance's Articles of Association, Standing Orders and the Charity Law
- Act in Activity Alliance's best interests
- Manage Activity Alliance's resources responsibly
- Act with reasonable care and skill
- Ensure Activity Alliance is accountable

Detailed roles and responsibilities of a Trustee at Activity Alliance are contained in the Trustees' Code of Conduct available on request.

What we're looking for

The Activity Alliance Board are looking for two individuals to fill key trustee roles later this year. At least one must have lived experience of disability and will be board appointed, while our members will elect the second trustee.

We want to hear from you if you have a passion for inclusion, a commitment to diversity and equality, and the skills and experience to help us achieve our goals.

We are particularly interested in recruiting people with understanding, skills, and/or experience in one or more of the following areas:

- Legal
- Governance
- Digital transformation
- Marketing communications
- Commercial and corporate affairs
- Income generation

Commitments

Our board meets at least five times a year, both virtually and in person.

All trustees are invited to serve on one of our committees, which take place outside of the main board schedule, at times most suitable for them.

All trustees are encouraged to attend the events we organise. This could be staff away days, online events or webinars that promote our work, or coming along to the sport events we deliver.

Person specification

We want people who can:

- Contribute actively to the Board of Trustees role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
- Safeguard the good name and values of the organisation.
- Represent the organisation at functions and meetings when appropriate, and act as an ambassador for Activity Alliance.
- Serve on one or more committees as required.

We are looking for people who show:

- A commitment to the mission and objectives of Activity Alliance.
- Willingness to devote the necessary time and effort.
- Strategic vision and independent judgement.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Ability to work effectively as a team member and to make decisions for the organisation's good.
- Good, independent judgement and a willingness to be open and speak your mind.

Desirable attributes that we are looking for people to show:

- A passion for sport and activity for disabled people.
- Excellent communication and leadership skills.
- Previous experience in a Trustee or non-executive director role is desirable but not essential.

General information

Term of appointment

The term of appointment is for three years with a potential for reappointment subject to satisfactory performance. A Trustee shall not serve more than three consecutive terms of three years (nine years in total).

Induction and Training

An induction programme will be offered to new Trustees and relevant training provided during the term of your appointment.

Expenses

Travel expenses are available for meetings and any other travel required as a Trustee.

Remuneration

Trustees give their services on a voluntary basis and receive no remuneration.

Eligibility

Under the Charities Act 2011, you are unable to serve as one of our Trustees if:

- You are under the age of 16.
- A person who is an undischarged bankrupt or who is otherwise disqualified by law from serving as a company director.
- A person who has an unspent conviction involving dishonesty or deception or who is otherwise disqualified by law from serving as a charity trustee.

Privacy notice

Why do we have this privacy notice?

We at Activity Alliance want to make sure all the personal details we hold about you are safe and secure, so we want you to know as much as possible about what we do with your personal information.

This privacy notice applies to everyone who interacts with us in any way, unless the reason you do so is already covered by another of our privacy notice(s) available at www.activityalliance.org.uk/privacy.

So, for example, this privacy notice will not apply if you are one of our current or former staff or you are participating, volunteering and/or peer mentoring in one of our events. Our privacy notice in relation to our events can be found at www.activityalliance.org.uk/privacy. Please also read this notice to the extent that they will apply to your activities as they may apply to you in addition to this privacy notice.

This privacy notice will cover you if you interact with us for any other reason. For example, this privacy notice will cover someone who:

- is going through a recruitment process to come to work for us,
- uses our website,
- attends one of our events or training courses,
- works at a customer or supplier of ours or another organisation that we deal with (such as one of our members or funding partners),
- or anyone else who is affected by our activities to the extent not covered by another of our privacy notices.

This privacy notice covers a wide range of individuals and different types of relationships and interactions with us. As such, not all aspects of this privacy notice may apply to you depending upon the nature of your relationship and interactions with us. If you are unsure then you can always ask us by contacting us at info@activityalliance.org.uk or call 08081 756991.

How to apply and the process

There are several ways to apply for the positions. You can submit an up-to-date CV or a cover letter (which should be at most two pages) that highlights your relevant experience and interest in the position.

Alternatively, you may provide a video, audio file, or presentation instead of a written cover letter. Please also include the contact information for two referees. (Please note that referees will only be contacted with your prior consent). We need all applicants to complete our equal opportunities form and send back with your application.

To ensure you have a good experience through our recruitment and in the role, we will ensure your communication and access requirements are met. If you wish to receive a printed copy of the content, or in an alternative format please get in touch with agata@activityalliance.org.uk. Candidates needing any assistance and/or adaptations to complete their application or wishing to have an informal conversation about the role should contact Agata.

Please direct your initial enquiries and send your application to Agata Sromecka on her email agata@activityalliance.org.uk. You can also call 08081 756991.

Representation matters to us. We welcome applicants from underrepresented groups, as we value the importance of diversity and inclusion. We encourage disabled people and those with long-term health conditions to apply. Your lived experiences will immeasurably enrich our strategic discussions.

Recruitment timetable

Closing date: midnight 3 July

Shortlisting date: 17 July

Interview dates: 30 and 31 July. While we will mainly do interviews via Zoom, we can arrange face-to-face interviews if necessary, as part of an adjustment.

Please let us know if you have any commitments during the interview period that may coincide with these dates. Also, please let us know any communication or access support you might need to ensure the process is a great experience for you.

