

BROXTOWE ACTIVE SCHOOLS

“Inspiring Young People and their Families
to Embrace the Challenges of Tomorrow”

We **BELIEVE** that by working together through **SPORT**
& **PHYSICAL ACTIVITY** we can **ACHIEVE** success in
supporting young people to become:



Strong and resilient,
capable of adapting and thriving when challenged.

Skilful,
and equipped to succeed
in life, education, and
employment.

Physically active,
with an understanding of
the associated benefits
to emotional and physical
wellbeing.

Ambitious,
hard-working, open
minded, and inquisitive.

Networkers,
able to form effective
relationships and operate
as part of a team.

We will **achieve** these **goals** by:

- Providing HIGH QUALITY, FUN and ENGAGING experiences; developed through insight.
- Promoting the engagement of everyone in regular physical activity (60 minutes per day).
- Raising the profile of PE and sport as a tool for whole-school improvement.
- Increasing the confidence, knowledge, and skills of the school sport workforce.
- Providing a broad range of sports and activities, available to all pupils.
- Increasing participation in competitive sport.

Board Member Recruitment

Applicant Information

Who are we?

- Broxtowe Active Schools, School Sport & Physical Activity Network; is a community interest company, working in partnership with schools in the district of Broxtowe in Nottinghamshire.
- We work collaboratively with stakeholders to increase the number of active lifestyles in the district, as well as developing transferable life skills in young people, connecting schools to the wider community, and developing a sustainable workforce.
- Further information on our organisation can be found at www.broxtoweactiveschools.co.uk.

Why work with us?

- Contribute to improving the lives of young people and their families
- Challenging and rewarding roles, with the opportunity to be creative
- Develop your CV and enhance your personal network
- Professional and personal development support, CPD opportunities, and expenses as agreed

What do we require?

As a community interest company, we are seeking individuals with relevant skills and experiences to help ensure effective business operation, and to allow us to continue supporting the local community.

Day to day operations are overseen by a professional network manager, three additional term-time only staff, and volunteers. Board members will provide support, advice, and challenge in their relevant field. Roles are outlined later in this document, and we are seeking individuals with experience in the following areas:

- **Finance:** Ideally possessing up to date accountancy knowledge
- **Compliance:** Experience of developing and maintaining policies and procedures
- **Media, marketing, and communications:** Knowledge of strategies and platforms
- **Community:** Influencer within the local community, aiding insight and maximising impact
- **No brief:** We welcome interest from anyone who shares our vision and values

We would also like to source a **chair of the board**, who will take on additional responsibility including periodic check, challenge, and mentoring of the Network Manager.

We particularly encourage interest from young people looking to gain experience of operating at a strategic level, and those from ethnically diverse communities, helping to broaden the views and experiences shaping our direction.

Expectations and time commitment

As a rough guide we expect the volunteer roles to require no more than five hours per-month on average, possibly less depending on the role. Attendance desired at approximately four full board meetings per-year (likely to be via video call at times to suit the group), as well as regular updates with the network manager. Exact role will be dependent on the individual(s) selected, time available, and agreed responsibilities.

Person specification can be found later in this document.

For further information or an informal discussion or to express interest, please contact: Steven Benson, Activity Network Manager, steven.benson@broxtoweactiveschools.co.uk, 07476 762732.

Role descriptions

The tasks listed below are not exhaustive, nor will applicants be expected to perform every function if they are outside of their skill sets or time available. Listings are a summary of areas in which the organisation would benefit from additional support and expertise, exact roles and responsibilities will be agreed with successful candidates, based on available time, skills, and experience.

It is the role of the board to support, advise, and challenge the professional workforce to ensure progress towards the organisations mission and vision.

Finance:

- Provide advice regarding tax requirements and year end procedures
- Ensure the company's financial practices are in line with statutory regulations and legislation
- Analyse the financial climate, and assist in creating strategic plans
- Scrutinise and challenge spends made by BAS professional staff

Compliance:

- Provide advice in relation to area(s) of expertise
- Keep up to date with, understand, and monitor compliance with relevant laws and regulations
- Educate employees on regulations, and detail the impacts if these are not complied with
- Support the development and implementation of organisational policies and procedures, including but not limited to safeguarding, health and safety, risk assessments, employee agreements

Media, Marketing, and Communications:

- Assist in the development of the organisation's communications strategy
- Advise and train staff to effectively use a variety of communication platforms
- Monitor, evaluate, develop, and produce communication materials
- Specific projects such as sponsorship, promotions, evaluations, and engagement opportunities

Community:

- Grow the organisations influence and reach, maintaining and generating connections and relations
- Provide insight and feedback from the local community, identifying challenges and solutions
- Identify opportunities for partnership working, including joint funding applications
- Aid dissemination and flow of information into and from the organisation

Chair:

- Monitor progress against agreed organisational targets
- Periodic check, challenge, and mentoring of the Network Manager
- Represent the organisation as agreed
- Facilitate discussion at board meetings

No brief:

- We are open to applications from individuals who share our vision and values, and who have skills and knowledge which they believe would be beneficial to the organisation
- We are flexible on the number of hours required, and the make-up of roles
- We particularly encourage interest from young people looking to gain experience of operating at a strategic level, and those from ethnically diverse communities, helping to broaden the views and experiences shaping our direction

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Person Specification

	Essential	Desirable
Values		
Believe in, and promote, the importance of physical activity	Y	
Honest, self-motivated, and take pride in delivering high quality	Y	
Committed to self-development, with a willingness to act on feedback, and undertake professional development opportunities	Y	
Skills		
Relevant to the role and requirements in question	Y	
Strong communication and interpersonal skills	Y	
Time management & organisation	Y	
Ability to work independently and as part of a team	Y	
IT Literacy (MS office, email, phone as a minimum)		Y
Experience		
Relevant to the role and requirements in question	Y	
Operating at committee, board, or similar level		Y
Experience of establishing clear policies and practices, and monitoring their impact		Y
Working in the education sector at any level		Y
Knowledge		
Up to date and relevant to the role and requirements in question	Y	
General awareness of current affairs and political landscape		Y
Organisational and strategic development		Y
School, community sport, and physical activity structures		Y
Qualifications		
Relevant to the role and requirements in question		Y
Additional Requirements		
DBS checks may be necessary depending on the role assigned		Y
At least two satisfactory references	Y	
Proof of right to work in the UK	Y	

All BAS volunteers and employees have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people, and for ensuring that they are protected from harm.

