

Job Description - NED



Title: Non-Executive Director (NED)

Overview:

The England Touch Association (ETA) is the National Governing Body for Touch in England and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose:

- Act in an advisory capacity by bringing a breadth of business and management knowledge and experience from a professional background for the benefit of the England Touch Association and the sport of Touch.
- Constructively review, challenge and make creative contribution in the development and implementations of the Association's strategy.
- Scrutinise executive activity and monitor England Touch Association performance in meeting agreed goals and objectives.
- Provide an independent view and a broad perspective to the Board's decision-making process.
- Ensure robust governance processes are in place and adhered to.

Experience:

- Professional experience with a particular skillset in any of the following: commercial, finance, governance or HR.

Hours required: 2-3 hours per week. Attend at least three Board meetings per annum (can be virtual) and the AGM.

Key dates: Board Meetings and AGM (Feb 2018)

Reports to: Chair

Locations: Work from home and various locations as and when required.

Contract type: Elected by Voting Members at AGM for a 2-year term. Board members can serve a maximum of four two-year terms.

Salary: Voluntary, with reasonable expenses paid.

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Skills and Qualities:

Person specification	E	D
Experience of working in a senior / strategic role, working with others to drive the vision of a team or organisation.	X	
Ability to act independently and impartially, making decisions objectively, based on understanding of facts and different perspectives.	X	
Ability to translate and apply professional skills and approaches into the National Governing Body / Sport environment.	X	
Effective communication skills and interpersonal acumen	X	
Aptitude to work in an environment in which challenging issues can be confronted, opposing opinions are sought and trust is implicit.	X	
Firm grasp of governance requirements in a sporting landscape including familiarity with the UK Sport / Sport England Code of Governance.		X
Clear understanding of the legal requirements of being on a Board.		X

Scope of job/key elements:

Main Duties and Job Accountabilities	Measures and Input Required
Strategic development and review	Develop strategic plan in partnership with volunteers, members and other stakeholders, including regular reviews and updates as required.
Governance	Ensure the organisation adheres to its Articles of Association. Ensure the organisation has appropriate risk management frameworks and controls in place. Ensure the organisation has appropriate policies and processes in place, particularly around junior participants and safeguarding.
Human resources	Support the Chair to manage the new COO position, monitoring performance and agreeing bonus structure. Support the Chair to manage other Executive positions, ensuring Executive Directors are performing appropriately and effectively. Ensure recruitment into voluntary positions is open and fair, with a particular focus on increasing diversity, particularly at Board level. Ensure the organisation has effective succession planning policies in place, with a focus on recruitment and retention of volunteers.
Finance	Ensure the organisation remains financially sustainable and financial risk is managed effectively. Support the Chair to ensure the financial information available at end of year reporting is robust.
Board Operation	Contribute to Board effectiveness, working constructively with the Chair and other Non-Executive Directors to provide effective leadership to the organisation.