



Trustee Recruitment Pack

February 2022

Our Values - Dedicated, Creative, High Quality

Somerset Activity and Sports Partnership (SASP) is dedicated to increasing the health and happiness of residents in Somerset through physical activity and sport.

SASP is a charitable trust and a member of the nation-wide network of 43 Active Partnership's, sharing a mission of transforming lives through sport and physical activity. Each Active Partnership is independent, governed by a Board of Trustees and funded through Sport England, and grant giving bodies, companies and individuals whom share their mission.

Our vision is to...

"Achieve healthier and happier communities in Somerset through physical activity"

We inspire and enable positive life choices through sport and physical activity and we do this by:

- Providing accessible opportunities locally for all ages and abilities.
- Supporting clubs, communities, schools and the workforce to embrace physical activity.
- Bringing together organisations and partners to plan and create a better environment for change.



Registered Charity Number 1118900

About SASP

The Board of Trustees who oversee the Charity must accept ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

SASP belongs to a national network of Active Partnerships that together specialise in delivering national reach and local impact, and who are committed to unlocking opportunities for people of all ages to move more for a better quality of life.

As one of the 43 Active Partnerships, we belong to the Active Partnership Network. More details can be found at [here](#).

SASP works collaboratively with a number of organisations to address inactivity. Our partners include statutory authorities in local government and health, National Governing Bodies of Sport, Multi Academy Trust and schools (including FE/HE), Sport England, Activity Alliance, Youth Sports Trust, Coaching UK and numerous VCSE sector colleagues.

SASP's ambition is to work beyond the traditional boundaries of sport and physical activity. Working with our partners to address inactivity together we will deliver social outcomes and help local communities to come together to tackle the everyday issue of inactivity and sedentary lifestyles.

Our Values

As an organisation our values are;

- **Dedicated:** We listen, we learn, we act
- **Creative:** We will try to find new and different solutions where needed
- **High Quality:** We believe that high quality, positive experiences in sport and physical activity sustain a happy and healthy lifestyle



How to apply

Thank you for your interest in becoming a trustee of SASP.

On the following pages you will find information about the Board positions at SASP, along with details of the selection process, to assist you in completing your application.

Please submit a CV and short covering letter (of no more than 2 sides of A4) explaining;

- Why you are interested in becoming a trustee of SASP
- How you meet the criteria set out in the role description and
- The level of commitment you are able to make in this voluntary role

Send your application by email to: recruitment@sasp.co.uk

Applications must be received by 7th June 2022

If you wish to have an informal discussion about the role and our organisation or if you have any other questions to help you decide whether to apply, please speak to Jane Knowles, Chief Executive of SASP on 01823 653990.

[Further information about SASP - www.sasp.co.uk](http://www.sasp.co.uk)



Chairman's Welcome

SASP has an important role to play in the development of the sport and physical activity landscape across Somerset. Our role is to help people think differently, bringing partners together and creating an environment where we can foster innovation and influence positive behaviour change.

Our ambition is to work beyond the traditional boundaries of physical activity and sport. Working collaboratively, we will help local communities come together to tackle the everyday issue of inactivity and sedentary lifestyles.

SASP is one of a network of 43 Active Partnerships across England. We play an important role joining up the work of those with an interest in sport and physical activity; public, education, health, voluntary and business sectors. We receive a core grant from Sport England, a non-departmental public body under the Department of Culture, Media and Sport. Sport England's new Strategy, Uniting the Movement, has set a direction for our work, which together with our new Somerset Moves system wide strategy will have a radical impact on how we work with partners and providers. Evidencing impact on physical and mental wellbeing, individual development, social and community development and economic development will be a pre-requisite for any work we undertake. SASP will prioritise addressing inactivity and inequality, working with prioritised demographics and communities, connecting services and facilitating innovation in local delivery to make moving more, easier for those who it would benefit most.

As an independent charity we want to ensure that our governance is appropriately dynamic, visionary and in line with the high standards expected from organisations receiving public funding. We are now looking to recruit new trustees to our Board due to a number whose terms of office have expired. This is a really exciting time to get involved with SASP.

We need candidates who will bring expertise outlined in this pack as well as drive, commitment and the ability to act as a critical friend to help us become the best we can be. Access to important networks or contacts to enhance our strategic and political influence will be useful. You may also bring knowledge of the benefits of sport and physical activity and as well as business acumen. You will need to be committed to our vision and values, and to equality and diversity. **We encourage a diverse Board - of thought, experience and background and seek applicants from all sectors of the community.**

In return we will keep you informed about our work, seeking your engagement and input. We will provide a full induction to the Charity's work and support you in your role as a trustee. We'll listen to you to help shape the future of SASP. This is an opportunity to contribute to the work of an organisation that can make a real difference in people's lives.

I hope that you will consider putting yourself forward.

Andrew Cockcroft

Chairman, SASP



The context for this recruitment process

SASP is a Charity and attained charitable status in April 2006. It is the Active Partnership for Somerset. The main office base is in Wellington, with a number of staff being place based across the county and all operational staff working in a hybrid manner. SASP is overseen by a Board of Trustees which currently includes members from the business, education and local government sectors.

SASP are looking for up to 3 new trustees.

SASP Board

The purpose of the Board is to enable SASP to achieve its mission and charitable objects through effective leadership, governance, influence and accountability.

SASP operates through its Articles of Association which outlines the formal powers of the Board and the charity trustees, who are the only voting members and the directors of SASP.

The SASP Board of trustees roles are:

Leadership – to provide effective leadership for SASP with key stakeholders, guiding, upholding and protecting the values, integrity and reputation of the charity.

Governance – to ensure SASP complies with its governing documents, governance best practice, and any other relevant legislation or regulations.

Strategy – to set the strategic direction and strategic objectives of the charity – its vision, mission and purpose – and develop, approve and monitor performance of the Business Plan.

Financial – to take financial responsibility to safeguard the assets and continuity of the organisation, agree strategic priorities for funding, investment and business development, explore commercial opportunities, assess and manage risk and compliance, and ensure that financial information is accurate and that controls, monitoring and reporting systems are robust and defensible.

Partnership – to ensure that strategic relationships and alliances are developed at high levels through effective partnership engagement, transparent communication, relationships and satisfaction.

Advocacy & Influence – to be an advocate and champion for the work of SASP engaging with and influencing key decision makers.

Delivery & Impact – to provide scrutiny and constructive challenge with regard to delivery plans, policy, progress and impact.

The Board Member Role

All appointments to the Board will be competency and diversity based. SASP Board members should have a strong personal commitment to the mission and objectives of SASP; understand the nature of charitable organisations and why it needs to be run effectively and efficiently; have sufficient independence to take an objective and dispassionate view; and offer a range of business skills and competencies.

Among the skills and know-how that we are looking to add to the SASP Board is:

- **Credibility, profile, networks & influence** within local organisations, local government, the health sector, education and the third sector. We want to extend our reach and influence to help raise the profile of SASP.
- **Maximising and measuring social impact**, so that we can help to reduce inequality.
- **Customer insight & engagement** & developing responsive services to help us to be more 'customer centric' in how we approach and design our work.
- **Digital technology and data analysis**, so that we can respond to a world that is changing, whether using technology as a means of better understanding how we engage people or as a route towards physical activity.
- **Professional services** to support the sound governance and operation of the charity, including within the legal and HR fields.

We are seeking applicants who offer knowledge and a track record of achievement in one or more of the following sectors:

- education
- health
- governance
- employability
- disability

Finally, in addition to other sector experience, we welcome a wide range of corporate skills (e.g. finance, HR, Legal, organisational development etc.) from candidates.

The following Role Description and Person Specification will assist you with completing your application.

Role Description - Duties of a Trustee

1. To ensure that SASP:

(a) Complies with its governing document, charity law, company law and any other relevant legislation or regulations

(b) Pursues its objects as defined in its governing document

(c) Uses its resources exclusively in pursuance of its objects

2. To contribute actively to the board of trustees' role in giving firm strategic direction, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

3. Assisting in communications with, and engagement of SASP with stakeholders, valuing and drawing on the perspectives and contribution of our partners and stakeholders.

4. To safeguard the good name and values of SASP

5. Take full collective responsibility, respecting confidentiality and valuing the views of fellow Board members and staff

6. To ensure the effective and efficient administration of the organisation

7. To ensure the financial stability of the organisation and oversee the management of risk

8. To protect and manage the property of the organisation and to ensure the proper investment of its funds

9. To determine the business strategy and financial/business plan for the charity, in partnership with the other Board members

10. To appoint the Chief Executive and monitor their performance and remuneration

11. To Prepare for and attend board meetings and relevant sub-committee meetings (where membership of a sub-committee is included in the role).

In addition to the above each trustee should use any specific skills, knowledge or experience they have to help the Board make sound decisions. This may include:

- Scrutinising Board papers
- Leading discussion and focusing on key issues
- Providing advice and guidance on new initiatives or other issues in which the trustee has particular experience

Person Specification

Experience and skills in at least one of the following areas:

- **Social entrepreneurialism**, including helping charities move to an increasingly mixed funding environment
- **Health/physical activity** – knowledge of sports / benefits of physical activity, policy and practice
- **Fundraising and funding applications** – including with government, EU, trusts and/or the private sector
- **Finance** and general business acumen
- **Advocacy** – including PR, media and/or broader social campaigning
- **HR/Workforce development** – employment policy and practice
- **Law** – charity, employment and financial regulation

And:

- Commitment to SASP and its mission
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to put time and effort into the trustee role
- Commitment to the values of SASP
- Interest in and passion for sport and physical activity and the health issues associated with inactivity - such as obesity

Personal qualities:

- Good, independent judgement
- Impartiality, fairness and confidentiality
- Willingness to speak your mind
- Tact and diplomacy
- Respect for others
- Ability to motivate and inspire others

Specific skills and abilities:

- Strategic thinker
- Creative thinker
- Effective team member
- Excellent communicator and strong interpersonal skills

More about the role & the selection process

1. Position and role

Position: Board Member

Role: To contribute to the development, leadership and governance of SASP

2. Remuneration

None of the roles are remunerated.

3. Time Commitment

Trustees are asked to commit to:

- attend regular Board meetings during the year, dates for which are set in advance, including an extended meeting once per year plus an induction session. (Please note we have 4 full Board meetings per year which includes the extended meeting). These meetings will be a maximum of 2 face to face, the rest being virtual. Where a trustee is part of a sub committee these will be in addition to the Board meetings
- be available via email, phone or meeting (as convenient) channelled through the Chief Executive in order that advice, authorisation and opinion can be sought between meetings where required;
- attend any major events or training – no more than one event a year.

And assist the development of the organisation in one or more of the following ways:

- to join Board Sub-Committees and/or Working Groups reflecting their skills and interest
- using any specific skills and expertise to support senior members of the staff team or particular work areas as a Board Champion, mentor or in a more general advisory capacity;
- to represent and undertake an advocacy role on behalf of SASP locally whenever the opportunity arises, including attending strategic and business networking opportunities;

4. Development

On successful appointment to the Board, you will be asked to undertake a skills audit. There is also an annual Board appraisal exercise which will allow you to have time with the Chair to discuss any aspects you may wish to about SASP.

5. Tenure

The appointments are for an initial period of four years with the flexibility to be re-appointed for up to one additional term.

6. Selection, eligibility & appointment

Applicants, who are suitable, will be invited for an informal interview with the trustees. A small panel comprising of two members of the current Board will conduct the interviews. The Chief Executive will also be present at the interviews.

Appointments will be made subject to receipt of satisfactory references, which will only be taken up if an applicant is asked to be a trustee.

More about the role & the selection process

7. Key Dates

Closing date 7th June 2022

Interviews will be held on weeks beginning 13th and 20th June 2022

Eligibility to be a trustee

Prior to being formally appointed, applicants will need to confirm that they are eligible to be a trustee. The law disqualifies some people from acting as trustees. You will not be able to apply if you:

- have an unspent conviction for an offence involving dishonesty or deception;
- are currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order;
- have an individual voluntary arrangement to pay off debts with creditors;
- are disqualified from being a company director;
- have previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

You will also not be able to apply if you are:

- under the age of 18;
- not entitled to live and work in the United Kingdom
- Trustees are required to sign the Charity Commission Declaration of eligibility and responsibility.

Diversity

At SASP, diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is unwavering – across all of our work. They are central to our mission and vision and to our impact. We know that having varied perspectives helps generate better ideas to solve the complex challenges of inactivity. We would therefore very much welcome applications from a diverse range of people, with diverse lived experiences.

Contact Us

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Somerset Activity & Sports Partnership - SASP



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[sasp_somerset](https://www.instagram.com/sasp_somerset)



[SASP - Somerset Activity & Sports Partnership](https://www.youtube.com/SASP-Somerset-Activity-&-Sports-Partnership)

