

The Welsh Sports Association (WSA) is the independent membership body representing the sport and active recreation sector in Wales.

WSA is currently looking to recruit 2 board members by election at the forthcoming AGM.

Background

The vision of the WSA is for “a vibrant, active nation”, and our mission is to empower our members to be stronger and more successful, contributing towards a society fit for the future.

We will achieve this by:

Leading Advocacy: An independent, collective voice

Building Capability: Professional support, training & development

Developing Resilience: Financial & organisational sustainability

We are a company limited by guarantee and all Board Members are Directors of the company.

ROLE DESCRIPTION

Role Title: Director

Time Commitment: Approximately **1 day per month**. There are six board meetings per year and board members may be asked to represent the organisation at other relevant meetings and events.

Remuneration: **The position is voluntary** and all reasonable travel and subsistence expenses will be reimbursed.

Location: **Flexible, although most meetings are held in Cardiff, by phone or video conference.** The WSA office is located at the Sport Wales National Centre, Sophia Gardens, Cardiff.

WSA Employees: The small team of 5 staff is led by the CEO, based at the Cardiff office.

Role Summary

- Setting the organisation's vision, values, mission and strategic direction
- Delegating appropriate authority to the General Manager, and monitoring and evaluating the implementation of policies, strategy and agreed objectives.
- Ensuring that internal controls are effective.
- Ensuring that communications both to and from members are effective
- Creating and maintaining positive and productive relationships with stakeholders
- Provide direction and support to the staff team, helping them achieve the aims of the organisation

Responsibilities

In relation to the board

- Ensure WSA pursues its core purpose as set out in the Articles as well as meeting its obligations under company law and other relevant legislation/regulations
- Contribute to the formulation of WSA strategic plans and put in place regular reviews of the long-term strategic goals
- Ensure WSA's organisational structure and capability, including the resources available, are appropriate for implementing the strategy
- Develop organisational policies, define goals, set targets and evaluate performance against these
- Ensure WSA implements good practice in respect of governance and leadership
- Create a strong and fulfilling working relationship with other Directors and the General Manager
- Participate in a review and self-reflective evaluation of board performance

In relation to the organisation

- Assume guardianship of the legal and financial integrity of the WSA as required under the Companies Act (2006)
- Set risk appetite and oversee risk strategy
- Provide constructive support to the CEO, guiding her work in the context of the implementation of strategy and policies
- Receive regular progress reports of WSA's work and financial performance through the CEO.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.

In relation to WSA stakeholders and the sport sector

- Represent the WSA, championing the organisation and its members at appropriate events, meetings or functions
- Build strong and dynamic relationships with WSA members, understanding their diverse needs and uniting their voices
- Actively promote the benefits of sport and recreation for people in Wales
- Establish, nurture and maintain effective relationships with stakeholders including Sport Wales, Welsh Government, Chief Executive Officers' Forum and Wales Council for Voluntary Action
- Attend and be a member of other committees or working groups as appropriate.

PERSON SPECIFICATION

The successful candidate will understand how sport contributes to the wellbeing of people in Wales through education, health and community policy. An understanding of the current political and policy landscape in Wales is also desirable.

Previous experience in a board position is desirable but not essential. Candidates who have not previously served in a board role should still be able to demonstrate the skills and competencies necessary to contribute to the WSA.

Following a comprehensive board skills audit, the organisation is seeking individuals with specific skills and knowledge in one or more of the following fields:

- Business Development/ Commercial Partnerships
- Human Resources
- Marketing
- Governance

- Health Sector

ROLE COMPETENCIES

- **Demonstrates strong business acumen**
Has a strong understanding of the key business drivers that create high performance. Can use sound commercial principles to further develop the best interests of the organisation.
- **Strong professional awareness**
Has a depth and breadth of legal knowledge, and understands the practices, processes and professional skills required for the board environment.
- **Ability to influence across the sporting landscape**
Understands how to navigate domestic sporting, political and commercial environments.
- **Demonstrates by actions a thorough understanding of good governance**
Defined by the processes and practices of the operation of a board of Directors, including the structures and procedures for decision-making, public accountability, control and codes of conduct.
- **Highly developed financial acumen**
Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible

CORE COMPETENCIES

- **Highly developed communication skills**
Excellent oral and written communication skills. Communicates plans and activities in a manner that supports strategies and employee involvement
- **Demonstrates honesty and integrity**
Instils mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility
- **Innovation and Problem Solving**
Generates innovative solutions to diverse situations; tries different and novel ways to deal with problems and opportunities
- **Strong planning and organising**
Strong preference for establishing an efficient and appropriate course of action for self and others – prioritises activities and develops plans to achieve them
- **Ability to be flexible**
Is open to change and new information; adapts behaviour and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution
- **Can assimilate and respond to different cultural situations**
Understands the importance of personal and organisational values, and demonstrates behaviours, attitudes, policies, and structures that enable them to work effectively cross-culturally

Additional information

WSA is committed to equality of opportunity and the formation of a balanced, inclusive and skilled board. We particularly welcome applications from people with disabilities, individuals from Black and Minority Ethnic communities, women and young people.

If you would like to discuss the role further please contact Helen Humphrey, Chair of the Board of Directors on helen.humphrey@wsa.wales