

# Shropshire Community Leisure Trust

## CHAIR

### JOB DESCRIPTION

Shropshire Community Leisure Trust (SCLT) is an Industrial and Provident Society, which manages the leisure facilities in Shrewsbury, Oswestry, Whitchurch and Market Drayton on behalf of Shropshire Council. The trust appointed Serco Leisure Limited to deliver operational management on its behalf in August 2012.

The organisation's vision is 'the creation and maintenance of a first-class range of healthy leisure and recreational activities and facilities to serve all parts of the communities in the areas we serve.'

With the impending retirement of the current Chair, SCLT is now seeking a suitably experienced replacement to develop the organisation through the post COVID recovery process and secure future sustainability into the next phase of development by working closely with the existing Trustees, the Managing agent (SERCO) and the contractor (Shropshire Council).

There is an initial piece of work required to work with current trustees to regroup the trust board and to ensure it is 'fit or purpose' to work with the managing agent to ensure the effective delivery of the leisure contract. The Chair will lead the developing board through an effective induction and development process ensuring all board members understand their roles and responsibilities, and develop effective working relationships with both the managing agent and the Council.

The managing agent currently manage the Quarry Swimming Centre and Sports Village in Shrewsbury, Oswestry Leisure Centre, Market Drayton Leisure Centre and Whitchurch Swimming Centre.

There are also plans by the Council to develop at least 2 of the sites in the next 3 – 4 years and so experience and understanding of contract management and of ensuring effective working relationships is a must for this role.

### ROLES AND RESPONSIBILITIES

Role Title:	Independent Chairperson
Time Commitment:	Approximately 2-3 days per month
Remuneration:	Voluntary (With Expenses)
Location:	Shropshire based

### Role Summary

1. Setting the organisation's mission, vision, values and strategy.
2. Recruiting, leading and supporting the SCLT board.

3. Leading on the establishment and implementation of appropriate governance and internal control.
4. Creating and maintaining positive and productive relationships with stakeholders.
5. Provide direction and support for members and volunteers, helping them achieve the aims of the organisation.

**Responsibilities in relation to the board:**

6. Ensure SCLT pursues its core purpose, as set out in the Articles, as well as meeting its obligations under company law and other relevant legislation/regulations.
7. Lead the development of SCLT's strategic plans and put in place regular reviews of the long-term strategic goals.
8. Ensure SCLT's organisational structure and capability, including the resource available, are appropriate for implementing the strategy.
9. Develop organisational policies, define goals, set targets and monitor progress against these.
10. Create a strong, effective and fulfilling working relationship with the other trustees / directors.
11. Lead on the management and implementation of the risk strategy.
12. Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
13. Carry out regular evaluation of board performance.
14. Ensure compliance with relevant governance requirements, including UK Sport 'A Code for Sports Governance'.
15. Represent SCLT, championing the organisation at appropriate events, meetings or functions.
16. Actively promote the diverse social and health benefits of the facilities and services.
17. Establish, nurture and maintain effective working relationships with stakeholders
18. The successful candidate will be expected to meet the definition of independence outlined in A Code for Sports Governance and The Principles of Good Governance in Sport and Recreation.
19. To take the chair at general meetings and board meetings. This will involve: the determination of the order of the agenda; ensuring that the board receives accurate, timely and clear information; keeping track of the contribution of individual Trustees and ensuring that they are all involved in discussions and decision-making. At all meetings the chairman should direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed.

## PERSON SPECIFICATION

### Overview

1. The successful candidate will be a strong leader who recognises how sport and physical activity contributes to society and the health and wellbeing of individuals.
2. Previous chairperson experience is not essential but Board experience would be desirable. However, applications from candidates who have not previously served in a board role but who can demonstrate the skills and competencies necessary to contribute to SCLT are welcomed.

### Role Competencies

1. Demonstrates robust, collaborative leadership;
  - Has demonstrable experience in building and leading diverse teams, and uniting teams around shared aims and values.
2. Understanding of and ability to implement good governance;
  - Knowledge of the principles of good governance, in particular the structures and procedures required for decision-making, accountability and transparency and managing conflicts of interest.
3. Awareness and understanding of board responsibilities;
  - Has a strong understanding of the role of the board, and the board's responsibilities with regard to governance, financial management, risk management and public accountability.
4. Ability to influence strategically across the local sport and physical activity and health and wellbeing landscape
  - Understands the local sport, physical activity and health and wellbeing landscape and has the knowledge and ability to build strong relationships and navigate sporting, political and commercial environments.

### Core Competencies

1. Excellent Communication Skills;
  - Excellent verbal and written communication skills. Communicates plans and activities in a way that promotes understanding and buy in from others.
2. Leadership
  - Dynamic leadership abilities that instil confidence in the various partners and wider stakeholders.
3. Team Building
  - Has an ability to not only develop a sense of team within the board but also wider with key partners all feeling part of the success story.
4. Effective Governance
  - Understands the importance and principles of effective governance and ensures they are adhered to.

5. Organisation and effective planning;
  - Shows an ability to organise and plan work on behalf of self and others; establishing efficient and appropriate plan of action for the board in line with agreed actions and strategies.
6. Ability to develop and maintain effective professional relationships with a variety of stakeholders;
  - Understands the importance of building effective relationships, and demonstrates an ability to develop and maintain strong, collaborative professional relationships with a range of stakeholders.
7. Flexibility;
  - Open to change, and capable of adapting plans and behaviour to account for changes to circumstance or new information. Reacts rapidly to new situations or unexpected obstacles warranting attention.
8. Can operate comfortably in different cultural situations;
  - Understands the importance of personal and organisational values, and demonstrates an ability to adapt to different situations and circumstances.
9. Independence and objectivity;
  - Demonstrates a clear ability to operate with an independent and objective mindset in the best interests of SCLT, including during board discussion and interactions with stakeholders.

#### Additional Information

1. Applications should be sent to [isbrett@outlook.com](mailto:isbrett@outlook.com)
2. The deadline for applications is 11<sup>th</sup> June 2021 and interviews will take place shortly after. Please submit a CV with supporting covering letter which demonstrates your suitability for the role.
3. SCLT is committed to recruiting a diverse, skills-based board, and encourages applications from people from under-represented populations.
4. If you would like to discuss the role before applying, please contact Ian Brett [isbrett@outlook.com](mailto:isbrett@outlook.com)