



Board Member Information Pack





Many thanks for your interest in becoming a Board member of the British Paralympic Association, the organisation responsible for sending the team from the UK to the Summer and Winter Paralympic Games and representing the Paralympic movement in the UK.

You will be joining us at an exciting time, with less than a year to go until the Paralympics in Tokyo 2020 and as we are already looking forward to Beijing 2022, Paris 2024 and Los Angeles 2028!

As a charity, we focus on creating the best environment for our athletes to perform as part of ParalympicsGB. We passionately believe their inspiration can challenge perceptions and in the words of our vision 'Through sport, inspire a better world for disabled people'.

The Board of Directors is responsible for the overall governance and strategic direction of the BPA. As a Board member I will be looking for you to use your experience and expertise to support the development and oversight of the BPA's aims and objectives, in accordance with its values and in line with legal and regulatory requirements. The Board is made up of six non-executive directors nominated from and elected by the membership of the BPA and four independent non-executive directors appointed by the Board. At this time we are looking to appoint one independent non-executive director who will also be a member of the Finance and Audit Committee.

Like many charities, one of the biggest challenges facing the BPA is funding, and we have some specific challenges related to the cyclical nature of our work. We are however committed to addressing these challenges and transforming our funding over the next few years so it is an exciting time to join the BPA.

As a result we are particularly interested in applications from individuals who have experience in fundraising, campaigning and accessing new and major donors. In addition you will have significant leadership experience at a senior level and be financially astute. A keen interest in sport is helpful, but not essential.

We want to draw on a wide variety of experience, skills and knowledge, but irrespective of your background you will share our passion to create the best performance environment possible for our athletes and to use their fantastic performances to inspire change in society.

You will need to be committed to our aims and values, and to equality and diversity, and have the time to commit to supporting the organisation. In return you will get an opportunity to support the development of the most inspirational sports team in the UK and the inside track on elite sport as well as the chance to help us ensure that we use the inspiration of our athletes for the benefit of all disabled people.

Whatever you bring, we want to be clear about what we are looking for from you and this pack is designed to help you understand more about us, and the role, and we are happy to answer any questions you may have. If you would like to have a chat, prior to applying, feel free to contact me at nick.webborn@paralympics.org.uk.

We look forward to hearing from you,

Nick Webborn

Chair, British Paralympic Association

Your application and the recruitment process

Please find below details of the recruitment process, to assist you in completing and tailoring your application.

In order to apply you should submit:

- A current CV which shows your full career history – we recommend that this is no longer than two pages;
- A supporting statement explaining why you are interested in this role detailing how you meet the skills we are seeking (see skills and experience section of this pack) – we recommend that this is no longer than two pages;
- A completed, optional Equality and Diversity Monitoring Form

Please send your application, by email to Lorraine Mullings, Governance Manager lorraine.mullings@paralympics.org.uk

Closing Date - Applications should be received by midday on Friday 20 September.

Interviews will take place in London on the morning of Thursday 3 October.

Candidates short listed for interview will be notified by Thursday 26 September.

Interviews will be carried out by the Nominations Committee acting on behalf of the Board of Trustees. Which is chaired by Nick Webborn, Chair of the BPA with Emma Boggis, Senior Independent Director and Kate Adams Board member.

Please do contact us if you wish to have an informal discussion about the role/ organisation or if you have any other questions to help you decide whether to apply.

You can contact:

- **Nick Webborn, Chairman BPA** – nick.webborn@paralympics.org.uk
- **Elaine Battson, Company Secretary** - elaine.battson@paralympics.org.uk
- **Lorraine Mullings, Governance Manager** - lorraine.mullings@paralympics.org.uk

About Us

Established in 1989, the BPA is the UK's largest national disability sport charity. The BPA is the National Paralympic Committee for the UK, responsible for the promotion of the Paralympic movement in Great Britain and selecting, entering and funding the Great Britain and Northern Ireland Paralympic team.

ParalympicsGB is the Great Britain and Northern Ireland Paralympic Team competing at the summer and winter Paralympic Games. We know that the outstanding performances of our athletes have a powerful impact on the British public and can shift perceptions of disability in society, helping to inspire a better world for disabled people.

The Summer and Winter Paralympic Games are the international, multi-sport events organised by the International Paralympic Committee where athletes from one of the ten eligible impairment groups compete. The Summer Games has grown rapidly to become widely recognised as the third largest sporting event in the world.

We seek to harness the inspirational impact of the ParalympicsGB team to drive grassroots participation and excellence in disability sport and to challenge perceptions of disability in wider society.

Recent research we commissioned demonstrated that ParalympicsGB is the most inspirational sports team in the UK – something we are very proud of – and determined to use to deliver on our vision which is “through sport, inspire a better world for disabled people”.

We want to make the UK world leading in Paralympic sport on and off the field of play:

- Through the excellence of the team at the Games
- Advocacy of the movement both in the UK and internationally
- Inspiring understanding and participation in sport at community level.

We believe that through the success of our Paralympic athletes and engaging young people with disability sport we can positively challenge perceptions of disabled people, making a meaningful and sustainable change in society.

The BPA is a charity (no. 802385), and company limited by guarantee (no. 2370578)

For more detailed information about the BPA please visit our website www.paralympics.org.uk

Specifically you can find details of our current Board members who you would be working alongside here: www.paralympics.org.uk/footer-pages/how-we-are-run

About the role

Skills and Experience

We are looking for an independent non executive director who can demonstrate knowledge and experience in one or more of the following areas:

- experience of fundraising, campaigning and influencing
- driving commercial growth
- an understanding of philanthropy with success at accessing new and major donors

In addition, we would expect all candidates to be able to demonstrate:

- financial awareness and understanding (to be able to join the Finance and Audit Committee)
- a strong and visible passion and commitment to the BPA and its aims and ambitions
- strategic vision, independent judgement, an ability to think creatively and a willingness to speak your mind.
- a clear commitment to improving diversity and equality.
- an interest in disability issues, including but not limited to sport.

Please outline the skills and experience you have against the bullet points listed above in your covering letter.

We will also use this recruitment process to identify potential future Board members as part of our succession planning and those who may be able to add value to the sub committees that support the Board.

Time and commitment

Board members are expected to attend each of the four half day Board meetings per annum at the BPA's offices in central London and the annual strategy awayday (a full day) – which is usually linked to a Board meeting.

In addition, this Board member will sit on the Finance and Audit Committee which meets at least four times a year in the weeks leading up to the Board meetings and may be asked to sit on other Board sub-Committees as required.

Board members are also encouraged to attend the full day meetings of the National Paralympic Committee which take place twice a year.

All meetings are scheduled during office hours.

You will also be encouraged to attend events to increase the awareness in, and profile of, the BPA which may be during the day, at evenings and at weekends and provide ad hoc support to the executive on specific issues.

The time commitment, including preparing for meetings, is estimated to equate to approximately 15-20 days per annum in total. To support Board members, the BPA is committed to making effective use of technology in preparing for and contributing to meeting and discussions including virtually. You will need to be able to make a commitment to the BPA and be able to devote the necessary time to the role.

General Duties

The main responsibility of the Board is the overall governance and strategic direction of the BPA. The Board is responsible for developing its aims and objectives, in accordance with its values and in line with legal and regulatory requirements. In particular, a Board member is required:

- To ensure that the BPA pursues its objects as defined in its Articles
- To contribute actively to the board in giving firm strategic direction to the BPA, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the BPA, and Paralympic sport
- To ensure the financial stability of the BPA
- To protect and manage the property of the BPA

Directors Duties

Board members are company directors. In accordance with the Companies Act all Directors have a statutory duty to:

- act within powers set out in the company's memorandum of association
- promote success of the company
- exercise independent judgement,
- exercise reasonable care, skill and diligence, and act honestly at all times
- avoid conflicts of interest
- not accept benefits from third parties
- declare interests in proposed transactions or arrangements

Trustee Duties

Board member are also charity trustees and therefore in accordance with the Charities Act have a statutory duty to:

- ensure the charity is carrying out its purposes for the public benefit
- comply with charity law requirements and other laws that apply to the charity

In addition to the above statutory duties, each Board member is expected to apply their specific skills, knowledge or experience to help the Board reach sound decisions and make a practical contribution according to their particular knowledge, skills or experience. This will involve:

- Scrutinising Board papers and regularly attending Board meetings
- Leading, and participating in, discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Board member has special expertise

Finally, each Board member is expected to undertake ambassadorial duties on behalf of the BPA.

Terms

The appointment is for a four-year term, and up to two consecutive terms may be served. The term will start in Autumn 2019 and it is hoped that the new Board Member will be able to attend the Board meeting and strategy awayday planned for 11/12 December 2019, in central London.

The role is voluntary. Travel and other reasonable expenses will be reimbursed.

Commitment to equality and diversity

The BPA welcomes applications from everyone. However, the BPA has a strong commitment to progressing towards achieving gender parity and greater diversity on its Board, including, but not limited to, Black, Asian, minority ethnic (BAME) diversity and disability. At this time therefore, the BPA strongly encourages applications from women, people with a disability and individuals from the currently underrepresented BAME groups.