



*Enhancing lives through sport*



**Vacancy: Trustee**

Recruitment pack

September 2024

## Welcome from our Chair

I am delighted to welcome you to the recruitment pack for the position of Trustee at Disability Sports Coach. Our organisation is dedicated to empowering disabled people through the transformative power of sport, and we are excited about the possibility of you joining our team.



At Disability Sports Coach, we believe that everyone, regardless of ability, should have the opportunity to participate in and enjoy sports. Our mission is to create inclusive sporting opportunities that enhance the physical and mental wellbeing of our members. We achieve this through our community clubs, coaching programs, and events that bring people together in a supportive and encouraging environment.

As a Trustee, you will play a crucial role in guiding our strategic direction and ensuring that we continue to deliver high-quality services to our community. Your expertise, passion, and commitment will be invaluable as we navigate the challenges and opportunities ahead. We are looking for individuals who share our vision and are eager to contribute their skills to help us grow and thrive.

In this pack, you will find detailed information about our organisation, the role of a Trustee, and the qualities we are seeking in candidates. We hope this will give you a comprehensive understanding of what it means to be part of Disability Sports Coach and inspire you to apply.

Thank you for considering this opportunity. We look forward to the possibility of working with you to make a positive impact on the lives of disabled people through sport.

**Karen Sorab OBE,  
Chair of Trustees**

## About us

We use the unique power of sport to enhance the lives of disabled people.

Through our inclusive clubs, coaching sessions in schools and expert-led training, we break down barriers to sport for 5,000 disabled people each year, improving both physical and mental health.

### Why do we exist?

The benefits of sport on physical and mental wellbeing are well-established. But, for disabled people, opportunities are hard to come by. Barriers such as a lack of education, investment and awareness mean that disabled people are half as active as non-disabled people.

With the pandemic and subsequent cost-of-living crisis disproportionately impacting disabled people, our work is more vital than ever.

### Our Strategy

Our charity has a single mission; we use the unique power of sport and physical activity to enhance the lives of disabled people.

In the following pages, we outline our plans to achieve this mission. We have three key objectives:

1. Empower disabled people of all ages to participate in sport and feel part of a supportive community
2. Educate individuals and organisations with the skills, expertise and confidence to deliver inclusive activities for all
3. Enrich the lives of disabled people by providing specialist services that enhances the work of our partners

There's no one better to lead our mission than the people we serve. That's why we're proud that over 40% of our coach and volunteer workforce are disabled people who deliver fun, inclusive sport sessions every week at our Community Clubs across London.

We have big ambitions, but we can't do it alone. That's why at the heart of our plan lies partnerships with communities, supporters, volunteers and coaches.

We hope you will join us on our journey to enhancing lives.



## About the role

The role of a Disability Sports Coach trustee involves:

- Working with fellow trustees to shape, drive and monitor the charity's strategy and vision
- Preparing for and participating fully in board meetings
- Acting reasonably in decision-making and leadership of the organisation
- Ensuring the proper management and administration of the charity
- Using any specific skills, knowledge or experience you have to help the Board of Trustees reach efficient and sound decisions by participating in discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- Promoting the work of the charity externally
- Managing risks with a considered, proportionate and balanced approach

## Skills Required

We are an equal opportunities board and welcome all applications. We are seeking trustees with specific skills and experience in any of the following sectors:

- Sports sector either private or voluntary
- IT, Web Development, Social Media
- Digital, Branding & Marketing
- Partnerships (Corporate, Local Authority, National Governing Bodies)

## Statutory Requirements

Statutory requirements of a charity trustee include:

- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation pursues its objectives as defined in its governing document
- Ensuring the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
- Contributing actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the assets of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

## Commitment

We are keen to engage and involve Trustees in our work both through attending board meetings and our annual away day, and also through attendance at key events and occasions for the charity and its services.

The Board of Trustees is accountable in varying degrees to a variety of stakeholders, including: beneficiaries, funders, members, the Charity Commission and other regulators (e.g. Companies House).

All trustees are responsible for the overall governance and strategic direction of Disability Sports Coach, its financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document legal and regulatory guidelines.

The Board of Trustees share and promote the following qualities:

- A passionate enthusiasm for supporting the beneficiaries of Disability Sports Coach and the work the charity undertakes.
- The capacity to understand and to empathise with the issues of concern for people with disability and those who care for them.
- Adherence to Good Governance, following the guidance for voluntary, community and sporting sectors.
- An effective board will provide good governance and leadership by:
  - Understanding their role
  - Ensuring delivery of organisational purpose
  - Working effectively both as individuals and as a team
  - Exercising effective control
  - Behaving with integrity; and
  - Being open and accountable
- Upholding Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Board meetings are held four times a year. Subgroups are set up for specific tasks and they will be conducted as and when required. There is also an annual away-day and periodic check-ins with the Disability Sports Coach team. Meetings usually take place in London or via Teams.

## How to apply

Please provide a covering letter and CV no longer than 2 pages **each** explaining how you meet the criteria to Chair@disabilitysportscoach.org.uk

### Timelines

- 14th October midday – closing date for applications
- 16/17th October – Shortlisting will begin
- Week 21st October for interviews

Please note that timeline are subject to change.

## Equality, equity and diversity

We are committed to creating a welcoming environment for people from all backgrounds, perspectives and experiences.

As part of our commitment, we want to diversify our Board of Trustees to better reflect the diverse communities we serve across London. We encourage people of all backgrounds, particularly people from under represented backgrounds, to apply for the role of Trustee.

### Disabled Candidates

We will give every possible opportunity to disabled candidates who have the skills and experience we seek, as it is fundamentally important to the success of our charity to involve disabled people in as many ways as we can.

If you are disabled, please let us know if there is anything else we can do to ensure the recruitment process is accessible to you.

### Disability Sports Coach

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[www.disabilitysportscoach.org.uk](http://www.disabilitysportscoach.org.uk)

Registered charity in England & Wales no. 1150294