

JOB DESCRIPTION

JOB TITLE:	CHAIR
REPORTS TO:	BEAA Board of Directors
SALARY:	<i>£60k pro rata, to a maximum of 8 days per month depending on candidate</i>
LOCATION:	Work from home. To also include travel to meetings with key partners and stakeholders when necessary.
TYPE OF ROLE:	Independently Appointed Non-Executive Director. Responsible to Board and Members of British Elite Athletes Association
ELIGIBILITY:	This role is historically undertaken by a retired athlete. However, on this occasion we wish to invite applications from a wider range of candidates with relevant experience, who may be appointed subject to the necessary governance approvals.
TERM LENGTH:	4 years per term, to a maximum of two terms

PURPOSE

The BEAA exists to represent the interests of athletes by providing them with independent, confidential support and expert advice, mediation, and advocacy on behalf of athletes within the sporting system.

The BEAA has a support team working directly with athletes to provide support on a wide range of issues they may experience, for example, with their sport's selection process, a grievance with a team member, a disciplinary, a duty of care or welfare issue or concern over their mental health and wellbeing.

More broadly, the BEAA represents the athlete voice in key areas of decision making across the world class program, and runs a network of athlete representatives.

The BEAA works in collaboration with others within the high-performance system, including the National Governing Bodies of Sport, the Home Country Sports Institute, the British Olympic Association, British Paralympic Association and UK Sport as well as key partners such as UK Anti-Doping, Professional Players Federation, MIND and the NPSCC Child Protection in Sport Unit and Ann Craft Trust.

ROLE SUMMARY

The Chair will hold the Board and Executive Team to account for the organisation's mission and vision, providing inclusive leadership to the BEAA Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support, and, where appropriate, challenge the Chief Executive Officer (CEO) and ensure that the Board functions as a team and works closely with the entire Executive of the organisation to achieve agreed objectives. As with all Board members, the Chair will also act as an ambassador for the BEAA, representing and promoting it to external stakeholders as appropriate.

PRINCIPAL RESPONSIBILITIES

Strategic leadership

- Provide leadership to the BEAA and its Board, ensuring that the organisation has maximum impact for its members
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the organisation
- Ensure that the BEAA pursues its objects as defined in its governing document, company law and other relevant legislation/regulations
- Ensure that the BEAA complies with all relevant legislation, regulations and policies
- Ensure that the Board provides a clear strategic direction for the organisation and actively seeks out business development opportunities and makes decisions which lead to action furthering the aims and objectives of the BEAA
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board puts in place systems for monitoring both the quality of the BEAA's work and the sound financial health of the organisation including financial accountability and transparency.

Governance

- Ensure that the governance arrangements are working in the most effective way for the BEAA
- Develop the knowledge and capability of the Board through leading and mentoring other Board members and enable access to training/coaching/information to enhance the overall contribution of the Board.
- Encourage positive change where appropriate, addressing and resolving any conflicts within the Board
- Ensure the Board undergoes an appraisal process on an annual basis
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented
- Work within any agreed policies adopted by the BEAA

- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation

External Relations

- Act as an ambassador for the cause and the organisation, particularly with the BEAA's stakeholders, funding partners, sponsors, and potential investors
- In conjunction with the CEO, act as a spokesperson for the organisation where appropriate
- Represent the the BEAA at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of the organisation and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between Board members
- Work closely with the CEO to give direction to Board decision-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board
- Ensure that decisions taken at meetings are implemented.

Relationship with the CEO

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring that they are held to account for achieving agreed strategic objectives
- Support the CEO, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise regularly with the CEO to maintain an overview of the strategy, governance, finance and quality of the BEAA's work
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Board members
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support

PERSON SPECIFICATION

Required key skills, experience and qualifications:

- Recent experience of chairing boards and/or committees within sport or elsewhere, or significant NED, trustee or committee member experience
- Established reputation as a leader and strategic thinker within sport or elsewhere
- Significant experience of operating at a senior level in a strategic capacity
- Working knowledge of sports-related public affairs and athlete affairs
- Proven ability in partnership working and relationship management
- Ability to build and maintain strong, transparent relationships with key stakeholders
- Ability to support, challenge and manage a relationship with the Board Members
- Experience of speaking in public and to the media
- Experience of raising commercial funds for sport a strong plus

Required behavioural competencies and qualities:

- Strategic perspective, vision and ability to work positively within a team
- Drive and commitment and the ability to demonstrate this to others
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Commitment to athlete welfare and wellbeing and a passion for improving the journey for Britain's elite athletes.
- Innovative thinker and ability to focus on issues with dynamism, enthusiasm and energy
- Resilience and ability to make things happen
- Willingness to devote the necessary time and effort – an ability to be flexible to take urgent BEAA business calls
- Willingness to be an ambassador for the organisation
- Willingness to adhere to the BEAA Board Code of Conduct

Closing date: Friday 13th January 2023

Interviews will be held on Monday 23rd January 2023 in London

Applications by CV and covering letter to: recruitment@britisheliteathletes.org

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.

The British Elite Athletes Association takes seriously its role in recognising and removing any barriers faced by people involved, or wanting to be involved in sport, in any capacity, to ensure the culture of sport is improved to one that values diversity and enables the full involvement of disadvantaged groups in every aspect of sport. the BEAA is an inclusive organisation and welcomes applications from ethnic minority candidates, those with a disability and member of the LGBTQ+ community.