



Task Descriptions

Title: Governance Director

Role purpose:

- Support England Touch in achieving its strategic vision
- Ensure England Touch's compliance with applicable laws, regulations and best practice
- Assist with the implementation and self-assessment of the Sport and Recreation Alliance Voluntary Code of Good Governance
- Act as the Data Protection Officer for England Touch responsible for dealing with all data protection matters, requests, and ongoing compliance with Data Protection Act 2018 and GDPR.
- Assist with the development and management of England Touch Risk Framework.
- Manage England Touch's governance framework, policies and procedures and document register.
- Manage England Touch's conflict of interest register.
- Build and maintain effective relationships and accountability among the various internal/external stakeholders

Experience: A broad understanding of corporate governance, data protection and information management, the voluntary sector and awareness of current best practice relating to governance in sport.

Hours required: 2-3 hours per week

Key dates:

- February/March: Annual General Meeting (AGM)
- November: Strategic Planning Weekend

Reports to: COO, mentored by NED 1, Geraint Thomason – See Organisational Chart.

Locations: Work from home.

Contract type: 2 year term. Re-appointed at the AGM.

Salary: Voluntary role, expenses paid if applicable. Part of #OneEngland Rewards and Recognition scheme.

Line management responsibilities:

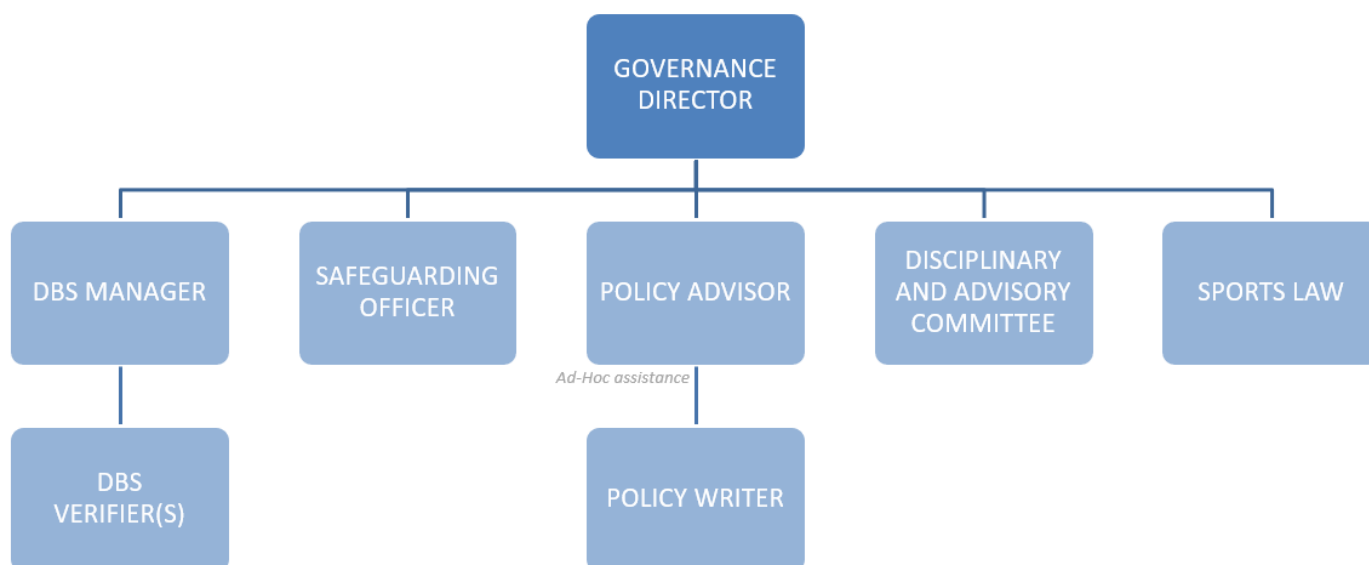
- DBS Manager and Verifier(s)
- Safeguarding Officer(s)
- Disciplinary and Advisory Committee

Task Descriptions

Skills and Qualities:

Person specification
Able to act as an ambassador and champion for the Code
Probity and robustness
Demonstrate experience of strategic planning
Strong communication and interpersonal skills
Provides governance, and not management, input to board meetings
Ability to maintain confidentiality, being a detail-oriented, critical thinker, with good analytical skills
Capability to challenge and support colleagues in order to reach consensus
Competence to work with a variety of people from board members, affiliated stakeholders and external organisations
Ability to make balanced and informed decisions
Aptitude to work flexibly, remotely and effectively within a team, and self-motivated
Knowledge of the policies and processes required for a National Governing Body to operate lawfully.

Organogram





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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Establishing and maintaining a record of operational procedures	Regularly update of the England Touch Association document control spread sheets
Accountable for Disclosure and Barring Services	Ensure England Touch adhere to umbrella organisation procedures to apply for DBS checks
Ensure England Touch complies with its governing documents	Ensure the board understand and evaluate the role it plays and the way it contributes to England Touch
Accountable for Judiciary and Advisory Panel	Ensure the board upholds the highest standards of integrity not only in what it does but in the wider environment of Touch Assure the investigation and resolution of complaints and disciplinary proceedings is fair and transparent
Putting into place appropriate Terms of Reference supporting committees which operate under delegated authority	Ensure the board sets the strategy and vision of England Touch and ensure that it is followed without becoming involved in the operational delivery
Putting in place appropriate 'Key Criteria for Effective Governance' adhering to Sport England's assessment indicators	Ensure the board is made up of individuals with the right balance of skills, knowledge and experience to meet the needs of the organisation
Putting into place effective policies and procedure s which are reviewed regularly	Ensure the board is conscious of the standards it should operate to, and of its role in exercising appropriate and effective control of England Touch
Putting in place appropriate systems to manage Complaints and Appeals	Ensure the board is open and accountable to its members and actions should stand up to scrutiny
Putting into practice appropriate responsibility and guidance documents between England Touch and its clubs, members and participants	Ensure the board is aware of the international and domestic sporting environment and position England Touch appropriately
Risk management with COO	Creation and management of the risk Register
Assisting with drafting and development of policies and England Touch documents	Maintaining the documents register and upholding the Google drive area of these
Ensuring England Touch employees list is updated and ensuring all documents are filed in conjunction with Head of Volunteers	Maintaining the #OneEngland staff register and upholding the Google drive area with this information
Assist with any legal documents relating to England Touch including responding to any requests made under the Data Protection Act 2018.	Research and advise the COO (and board) with regards to legal polices Provide advice and assistance on legal and governance matters associated with England Touch
Responding to queries on governance matters from England Touch staff, members and the public	Manage and monitor incoming email and respond accordingly