

Task Descriptions



Title: Non-Executive Director (NED)

Job purpose:

- Act in an advisory capacity by bringing a breadth of business and management knowledge and experience from a professional background for the benefit of the England Touch Association and the sport of Touch
- Constructively review, challenge and make creative contribution in the development and implementations of the Association's strategy
- Contribute to building a trusted network of partners, stakeholders and business contacts
- Scrutinise executive activity and monitor England Touch Association performance in meeting agreed goals and objectives
- Provide an independent view and a broad perspective to the Board's decision making process
- Ensure robust processes are in place and adhered to.

Experience:

NED Candidate 1

Professional experience with a particular skillset, working as a company director (commercial, charity, voluntary sector) trustee, partner or in an appropriate senior executive management position. Experience of developing a commercial pipeline.

NED Candidate 2

A solid understanding of the sporting landscape in the UK, preferably obtained through working in the industry.

Hours required: 2-3 hours per week, attend 2-3 board meeting per annum as well as the AGM and strategic planning meeting

Key dates: Board Meetings, strategic planning meeting (November) and AGMs (February-May)

Locations: Various; including work from home and working away from home

Contract type: Two-year term. Re-appointed at the AGM. Board members can serve a maximum of four two-year terms.

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

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Skills and Qualities:

Person specification	E	D
Able to act as an ambassador for continuous improvement	x	
Independence and impartiality	x	
Demonstrable experience of succession planning	x	
Strong conceptual thinking, resilience and the ability to manage ambiguity		x
Effective communication skills and interpersonal acumen	x	
Proven ability to solve problems, identify opportunities and assess risk	x	
Capability to provide constructive criticism		x
Ability to translate and apply commercial / consumer skills and approaches into the National Governing Body / Sport environment		x
Able to makes decisions objectively, based on understanding of facts and different perspectives		x
Aptitude to work in an environment in which challenging issues can be confronted, opposing opinions are sought and trust is implicit	x	

Scope of job/key elements:

Main Duties and Job Accountabilities	Measures and Input Required
Strategic development and review	<ul style="list-style-type: none"> Facilitated vision and business planning
Governance review and support	<ul style="list-style-type: none"> Robust appointment and election Board and Committee Terms of References are provided and are regularly reviewed and maintained Satisfying legal frameworks
Board evaluation and skills assessment	<ul style="list-style-type: none"> Facilitated board effectiveness review Support with next steps
Financial management review and support	<ul style="list-style-type: none"> Satisfying the integrity of financial information Providing meaningful financial information to stakeholders
Human resources support	<ul style="list-style-type: none"> Task descriptions are provided for each role and are regularly reviewed and maintained Non-Executive Director remuneration
Risk Management	<ul style="list-style-type: none"> A risk management strategy is produced and approved A risk register is produced and monitored Ensuring that controls and risk management systems are robust and defensible