

Active Kent and Medway Partnership

CHAIR RECRUITMENT PACK



“More People, More Active, More Often”

Welcome Message from the Board Chair

This opportunity to join the Board as our new Chair comes at an exciting time, as we relaunch the Partnership as Active Kent and Medway to better reflect our priorities moving forwards.

We are pleased to have recently secured funding from Sport England for the next five years to support the local delivery of its new ten-year strategy ‘Uniting the Movement’. With its vision to transform lives and communities through sport and physical activity, focus is on ensuring everyone has equal access to being physically active.



Kent County Council has also re-affirmed its support as the host organisation for our unincorporated partnership and for our excellent team of staff, who work with a wide range of partners to promote, support, and encourage sport and physical activity opportunities across Kent and Medway.

We have been one of the leading and most successful partnerships in the country for several decades, but a recent review identified an opportunity to work to a different business model going forwards. To continue with our transformation to become a more independent and representative organisation we are looking for an outstanding leader, with a desire to build on our previous achievements and lead more people from all communities and backgrounds in becoming more active more often.

If you believe you have the interest, skills, experience, commitment, and motivation to meet this challenge then we look forward to receiving your application.

I hope this Recruitment Pack provides the information you need to submit your application. If you would find it helpful to have an informal discussion about this role then please contact me via email to arrange a convenient time.

Dick Fedorcio OBE, Chair

dick@fedorcio.com

Active Kent and Medway Partnership

Introduction

Active Kent and Medway is one of 43 Active Partnerships in England.

Our principal funders are Sport England and Kent County Council, whose strategies set the direction of our work and activity.

Kent County Council hosts the partnership in its offices, providing support services, and is the employer of our staff team.

We also work with and are supported financially by Medway Council and the 12 district and borough councils across the county.

Our vision is 'more people, more active, more often'.

Our mission is to 'change and improve lives through sport and physical activity'.

We aim to increase participation in sport and physical activity and promote the benefits of a healthy lifestyle for all our 1.9m residents, especially among under-represented groups which includes women, older people, people living with a disability or long term health condition, culturally diverse communities and people from lower socio-economic groups.

We engage with partners and networks across Kent and Medway – including those in health, adult social care, community safety, housing and transport as well as governing bodies of sport, clubs, school sports networks and local authorities, to provide opportunities for everyone to get involved in sport and physical activity for enjoyment as well as wider health and social outcomes.

Working as partners, we are committed to increasing participation in sport and physical activity across Kent and Medway, adding value by working together, with a focus on encouraging the least active to become more active.

This unincorporated partnership is directed and guided by an independent board which sets the strategy and oversees, scrutinises and guides the work and performance of the staff team, making decisions where appropriate.



Main responsibilities of the Board

The overall aims and objectives of the Board are:

- To set the values, strategic direction and policy of Active Kent and Medway.
- To respond to local, regional and national influences, including the representation of Active Kent and Medway and physical activity on all relevant local, regional and national policy and strategy consultations.
- To advocate for sport and physical activity and for Active Kent and Medway.
- To ensure Active Kent and Medway is fit for purpose.
- To approve and monitor delivery of the annual business plan and associated budget
- To scrutinise Active Kent and Medway's governance, risk management, financial management, strategy implementation and performance.
- To account to Sport England for the performance of the Active Kent and Medway and the allocation, use and management of its grant funding, in line with the Host Agency's responsibility as 'agent' for Sport England funding.
- To manage the Board recruitment process.

The Board is committed to encouraging partnership working between agencies, so that delivery of activities is of high quality and accessible to all people across the county.

Members of the Board.

A list of our current Board members and some information about them can be found [here](#)



Chair - Role Description

Eligibility

The Chair should, preferably, either live or work within Kent and have an interest in helping people to be active to benefit their health and wellbeing within the county, (as defined by the Kent County Council and Medway Council area)

The Board is actively seeking a diverse membership and welcome applications from anyone who can meet the criteria, regardless of gender, gender identity, race, ethnicity, age, disability, sexual orientation, marital status, or religion

Board Members must be aged 18 or over and entitled to live and work in the United Kingdom.

Remuneration

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

Location

Board meetings and events will be held either online or at various locations throughout Kent and Medway.

Term

Four years with the opportunity to be considered for reappointment for a second term of four years.

Time commitment

On average, up to 1 day per month and includes:

- An induction training event.
- A minimum of four meetings of the Board annually – generally January, April, July and October.
- Up to two Kent & Medway Active Partnership team (Partnership) events annually.
- Act as Board Champion, Chair, or represent the Board, on time limited working groups or at conferences and launch events, etc.
- Engagement with the national Active Partnership Network
- Training and development opportunities.
- Regular one-to-one meetings with the Partnership Director.

Timing of Appointment:

We hope that the successful candidate will be able to participate in a full handover, including attending a Board meeting in an observational capacity on the 13 July 2022 before taking up the post on 1 August 2022.

Main duties of the Chair:

- Chair Active Kent and Medway Board and general meetings of [and meetings of the Nomination Committee]
- Develop strong and effective working relationships with the Partnership Director and management team, to provide a robust 'spine' to the organisation.
- Set the Board's agenda (primarily focused on strategy, performance, and accountability) and ensure that adequate time is available for discussion of all agenda items, in particular strategic issues.
- Set clear expectations concerning Active Kent and Medway's culture, values and behaviours and the style and tone of Board discussions.
- Ensure that the Board determines the nature and extent of the significant risks that Active Kent and Medway is willing to embrace in implementing its strategy.
- Ensure that Board committees are properly structured with appropriate terms of reference.
- Encourage all Board members to engage in Board and committee meetings by drawing on their skills, experience, knowledge and, where appropriate, independence.
- Demonstrate ethical leadership and promote the highest standards of integrity, probity, and corporate governance throughout Active Kent and Medway and particularly at Board level.
- Ensure that Board members participate in a full, formal, and tailored induction programme.
- Ensure that the performance of the Director and the Board, its committees and individual members, identifying any training needs, is evaluated at least once a year and act on the results of such evaluation; and
- Participate in an annual performance review with the Senior Independent Director and be aware of and respond to your own development needs.
- Represent Active Kent and Medway with key stakeholders including KCC, Sport England and the national Active Partnership Network.

Experience and Competences

We are looking for an outstanding leader with Board experience, either as an Executive or Non-Executive Director, with a track record of achieving excellence and high performance. Previous Chair experience would be advantageous but is not essential.

Candidates will need to demonstrate evidence of operating at senior level with the following skills and competencies:

- Leadership and collaboration skills, including an ability to lead robust, rigorous debate and an ability to communicate to reach consensus and work effectively with the members of the Board.



- Experience in building and improving organisations, demonstrable experience in supporting the development and improvement of a range of organisations.
- Implementing robust governance, understanding the principles of good governance, and how these can be applied in practice.
- Strategic skills, being able to analyse complex issues and to think clearly, strategically and laterally; an ability to understand policy issues and the concerns of stakeholders and the public; independence of view, including an ability to offer constructive challenge when appropriate.
- Influencing and relationship building skills, including an ability to promote clear understanding of complex subjects.
- An ability to develop and maintain relationships with a range of different stakeholders; and an ability to operate effectively at a senior level across environments.
- Managing effective meetings, demonstrable experience of chairing and facilitating effective meetings
- Outstanding communication and ambassadorial skills, including excellent verbal and written communication skills.
- An ability to Engage people and get buy in from a range of individuals and stakeholders

All Board members are expected to adhere to the Board Code of Conduct.

Further Information

Prior to being formally appointed applicants will need to complete declarations of interests and good character forms, in order to confirm that they are eligible to be a Board Member.

1. How to Apply

A CV. and covering letter should be submitted via email to Liz Davidson – Partnership Director, liz.davidson@kent.gov.uk outlining your interest in the role, suitability, and relevant experience by 5.00pm on Thursday 28th April 2022.

If you would like to discuss the appointment further, please contact either Liz or the current chair Dick Fedorcio dick@fedorcio.com

Active Kent and Medway is committed to equality, diversity and inclusion and alongside your application we ask applicants to please complete our Equality Monitoring Form. Link below. The responses to this are anonymous, and the information will only be used to help us to better understand the backgrounds of those applying for the role and to influence the development of future recruitment policies and practices.

<https://forms.office.com/r/Bru9mDy5sN>



2. Selection and appointment

Suitable Applicants will be invited for an interview with the current Chair, other Board Members, and the Active Partnership Director.

The appointment will be made subject to ratification by Sport England and KCC, receipt of satisfactory references and completion of declaration of interests and declaration of good character forms. References will only be taken up and declarations asked to be completed if an applicant is being recommended to join the Board as Chair.

3. Development

Following appointment, we will have an induction session that you will be required to attend, and which will support you in your understanding of the Active Partnership's work and the work of the Board. You will also be asked to participate in an annual Board appraisal exercise and encouraged to make use of appropriate Board Governance development opportunities, such as those provided by the Active Partnerships national network. Other development opportunities for Board Members are also provided through Active Kent and Medway, such as e-learning.

4. KEY DATES

Closing date: 5pm on Thursday 28 April 2022

Interviews: Week commencing 9 May 2022

