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**WELSH ATHLETICS**  
ATHLETAU CYMRU

## **NON-EXECUTIVE DIRECTOR (GOVERNANCE & LEGAL)**

Welsh Athletics is seeking enthusiastic and forward-thinking individuals to join its Board. We are looking for experienced individuals with strong critical thinking skills who are capable of applying independent judgment to work effectively with other non-executive directors.

Welsh Athletics' vision is to create a world class athletics development programme and to grow athletics to be the biggest sport in Wales through participation and opportunity.

We are committed to becoming the sector-leading National Governing Body of sport in Wales and truly live our values of trusted, respected, ambitious and of excellence, fun and together.

This is a voluntary role with all reasonable travel and subsistence expenses fully reimbursed.

**Time commitment** 1-2 days per month approximately with typically five Board meetings per year. The role would also include being Chair of the Governance sub-group, and there are typically five sub-group meetings per year.

**Term of office** Non-Executive Directors will be appointed for a three-year term. (Maximum of 2 terms permitted)

**Location** Welsh Athletics' head office is located at the Cardiff International Sports Campus with most meetings held in Cardiff.

Welsh Athletics is a leading Sports governing body with an ambitious vision for modernising and developing our sport. We believe we can both inspire a generation of future stars and motivate a population to run their way to a healthier lifestyle.

**If you would like to be at the forefront of delivering this for Wales, this is the role for you.**



## Non-Executive Director GOVERNANCE & LEGAL

### **Role Summary**

The role of the Board and its members is to supervise the management of Welsh Athletics business and to discharge the responsibilities of the directors under the Companies Act.

- To be a company director of Welsh Athletics Limited and provide leadership and expertise in the areas of Governance and Legal.
- To ensure that controls and systems are in place to safeguard corporate governance of Welsh Athletics and report to membership, through the AGM.
- Prepare policy papers and undertake specific development projects as directed by the Board.
- To support and advise the organisation with policy development relating to employees, contractual agreements, and legal queries.
- To be part of the annual Sport Wales capability framework review, ensuring that the annual action plan is completed within the timeframes outlined.
- To provide oversight and to support the relevant executive in delivering against the annual governance improvement plan.
- To ensure that all corporate governance documents are reviewed and where appropriate updated on an annual basis
- To provide oversight of the corporate risk register, and to highlight emerging risk to the Board at each meeting
- Promote the highest standards of governance and seek compliance wherever possible.

### **Person Specification**

The successful candidate must have a passion for the Sport of Athletics and have good knowledge of the sporting landscape in Wales and be aware of the changing political landscape in relation to the role Sport will play in the wider political agenda in Wales.



## Non-Executive Director GOVERNANCE & LEGAL

They will have significant experience of working within the legal profession, ideally within the Commercial Sports sector. The successful candidate will be prepared to attend Board meetings, usually a set number per annum with dates agreed in advance and be available for training and development opportunities as agreed by the Board itself.

### Role Competencies

The successful candidate will have significant experience of legal practice, ideally within the Sport or not for profit sectors.

1. Commitment to Welsh Athletics, its values, goals and ethics

*Inspires with confidence and commitment, ensures Board members understand the strategic objectives and are aware of its duties to those involved with the delivery of these objectives.*

*Upholds high ethical standards of integrity and transparency, takes all reasonable steps to ensure that the duty of care for all involved are safeguarded at all times.*

2. Understanding of the environment

*Strong understanding of the evolving landscape for sport and sport funding in Wales.*

*Possesses strong interpersonal and negotiation skills, with the ability to develop effective and sustainable stakeholder relationships and commercial partnerships.*

3. Understanding of good corporate governance

*Has experience of applying sound governance principles to decision-making, systems and structures.*

4. Highly developed communication skills

*Excellent communication skills, able to adapt communication style, content and messages to a variety of audiences.*

5. Values-based behaviour

*Displays integrity, objectivity, accountability, openness, honesty and leadership.*

6. Strong analytical skills

*Able to analyse and assess information to make effective decisions.*



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### **Additional information**

To apply for this role please submit your CV together with a supporting letter highlighting your suitability and interest for this role via our web-based recruitment portal:

<https://welshathletics.peoplehr.net/JobBoard>

**Closing date for applications:** 16<sup>th</sup> May 2022

**Interviews to be held in Cardiff:** tbc

If you would like an informal discussion regarding this role then please contact, in the first instance:

**James Williams**, Chief Executive [James.williams@welshathletics.org](mailto:James.williams@welshathletics.org)

For further information:

**Steve Perks**, Chair of the Board [steve.perks@welshathletics.org](mailto:steve.perks@welshathletics.org)

We appoint using an open and transparent system based on current best practice and if you need any assistance in completing your application or require an alternative format, please contact our Head of Corporate Services, Robert Sage:

[hr@welshathletics.org](mailto:hr@welshathletics.org) or telephone 07864613635

We are committed to treating Welsh and English language on the basis of equality, so far as we are reasonably able to do so and welcome applications in either language.

Welsh Athletics is committed to equality of opportunity and the formation of a balanced, inclusive and skilled board. We positively encourage applications from suitably qualified and eligible candidates regardless of race, disability, age, sexual orientation, religion or beliefs. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

We will not pass your details to third parties. To find out more about how we respect your privacy, please visit our web page 'Privacy, Cookies & Copyright'.

<http://www.welshathletics.org/privacy,-cookies,-copyright.aspx>

For more information about us you can download our annual report from our website.

<http://www.welshathletics.org/about-us.aspx>