

## **Candidate Brief** **for the position of** **Member Elected Non-Executive Director (2025)**

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### **1. England Athletics - An Overview**

England Athletics is the National Governing Body for the sport in England and is a membership organisation made up of c1,900 clubs and bodies. Our purpose is to inspire more athletes and runners of all abilities and backgrounds to fulfil their potential and have a lifelong love for the sport. We work in partnership with the wider athletics family, especially UK Athletics, Scottish Athletics, Welsh Athletics, Athletics Northern Ireland and Sport England, and we provide national level competition. England Athletics also plays a pivotal role in the organisation and delivery of the Commonwealth Games working in partnership with Commonwealth Games England.

As a membership organisation we currently have c1,900 member clubs/bodies and c175,000 registered athletes. We exist to govern the sport in accordance with our articles to promote and deliver athletics and running activities across all ages, event disciplines, and ability levels. There are also around 6.2m who run each month in England, 2,251 licensed road races and 244,050 active RunTogether participants operating in more than 3,430 registered running groups.

Our vision is for athletics to continue to be an inclusive sport where everyone belongs and can flourish, led by a network of progressive clubs and organisations, and supported by a sustainable, respected, and trusted membership and development body. In achieving this we will expand the capacity of the sport, sustain and increase participation and performance levels, as well as influence participation in the wider athletics market.

Click [here](#) to learn more about our Strategy.

## **2. England Athletics Board**

England Athletics currently has a Board of twelve directors, eleven of which are Non-Executive. The Board has overall responsibility for the performance of England Athletics and concerns itself primarily with strategic oversight, governance and the financial integrity and sustainability of the organisation.

The Board also takes its responsibilities in the area of consultation and engagement with the sport very seriously and delivers, in partnership with the England Council, an annual programme of regional consultations with the sport to ensure that our on-going decision-making process is informed and that stakeholders are involved in this process. The nine regional councils provide a key role in facilitating this process with their constituents and are an integral component in the governance structure of England Athletics.

It is important that we work to achieve representation that reflects the diversity of people involved in the sport with regards to our Board, through volunteer council structures and, indeed, across club committees nationwide. As part of this process, England Athletics is totally committed to taking positive action to address any inequalities that may exist to deliver balance in terms of board representation. We will work to achieve this while maintaining the high standards and skill sets expected of directors. With this in mind we are seeking to recruit an elected, non-executive director from the sport to join the board of England Athletics and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief.

The successful candidate will possess the essential experience, as well as expertise in one or more of the specific skills areas described in the following Job Description under Knowledge and Skills.

### 3. Job Description

<b>JOB TITLE:</b>	<b>Non-Executive Director</b>
<b>HEAD OFFICE:</b>	<b>Alexander Stadium, Birmingham</b>
<b>BUSINESS UNIT:</b>	<b>Board of Directors</b>
<b>REPORTS TO:</b>	<b>Chairperson</b>
<b>DIRECT REPORTS:</b>	<b>None</b>
<b>BUDGET RESPONSIBILITY:</b>	<b>None</b>

#### **ROLE PURPOSE**

- To be a member of the Board of Directors, offering guidance, support, expertise and an objective perspective on the key matters of strategy, governance, business and commercial and the financial affairs of the organisation.
- To play a key part in the decision-making process on strategic issues.
- To chair or be a member of Board Sub-Committees and/or Task & Finish Groups and/or take a Board Lead role as required.
- To represent England Athletics at national/regional events and other key events of the sport.

#### **KEY ACCOUNTABILITIES, RESPONSIBILITIES AND DUTIES**

##### **KEY ACCOUNTABILITIES:**

- To act as an unbiased, objective and impartial member of the Board, ensuring that all decisions taken are in the best long-term interests of England Athletics, and its stakeholders.
- To offer advice and guidance in a consultative capacity to the Chief Executive and other senior managers as required.
- To assist in the development of the organisation's strategy, ensuring this is implemented via effective policies and plans, whilst ensuring effective governance and control processes are in place.
- To ensure that the organisation is run in a transparent and equitable manner.
- To ensure that the Board operates in line with accepted good practice in terms of corporate governance.
- To act in accordance with the Board of Directors' Code of Conduct at all times.
- Represent England Athletics on relevant external national bodies.

##### **KEY RESPONSIBILITIES:**

- To attend 6-8 formal Board meetings a year, as well as other ad-hoc meetings and to sit on Board Sub-Committees/Groups and/or take a Board Lead role as required.
- To support the executive to ensure that the organisation has a robust, workable and viable operational strategy, including detailed financial plans.
- To monitor the operational performance of the organisation.
- To attend England Council and/or Regional Council meetings, as required.
- To represent and champion England Athletics at the highest level in terms of advocacy and networking with relevant government ministers, senior civil servants and with key partners, stakeholders (especially UK Athletics and Sport England as required).
- To contribute towards the development of vision, strategy and policies of England Athletics.
- To act as an ambassador for the sport at national, regional and local level, and also as the guardian of England Athletics' reputation with all stakeholders in athletics and the general public.

## **DIRECTORS' DUTIES UNDER THE COMPANIES ACT 2006:**

- To act within powers.
- To promote the success of the company.
- To exercise independent judgement.
- To exercise reasonable care, skill and diligence.
- To avoid conflicts of interest.
- To not accept benefits from third parties.
- To declare interests in proposed transactions with the company.

## **WORKING RELATIONSHIPS**

- Non-Executive Directors.
- Executive Director(s).
- Senior managers.
- England Council.
- Regional Councils.
- England Athletics' key stakeholders/partners.
- Clubs' representatives.

## **KNOWLEDGE AND SKILLS**

### **EXPERIENCE**

*Essential experience required as a minimum to perform the job effectively:*

- Evidence of success in your professional career and/or in the administration of the sport at club and local level, accustomed to a high level of transparency and accountability;
- Good all-round business acumen with proven experience, skills, knowledge of the requirements to lead a successful business and be an effective member of the team;
- Good knowledge of corporate governance and Board responsibilities;
- The willingness to share responsibility for achieving high standards and results;
- An understanding of, and empathy with, the sport.

*Desirable experience:*

- Experience in serving on public sector, private sector, charity or not-for-profit boards or committees.
- For 2025 we would particularly welcome those with experience in the following areas: digital and cyber security.

**SPECIFIC SKILLS:**

*Essential skills required as a minimum to perform the job effectively:*

- Excellent communication, relationship and networking skills in public sector and/or private sector and/or not-for-profit organisations, able to represent England Athletics to all our stakeholders.
- Demonstrable expertise/necessary qualifications to fulfill at least one of the following remits:
  - Good understanding, knowledge of issues associated with equality and diversity in sport and commitment to fulfilling these principles;
  - High awareness of the operations of club athletics;
  - Understanding issues associated with the sport and in particular athlete development, coach development, club development, volunteer development and competition.
- Demonstrate an ability to think strategically for the long-term benefits of our sport.

**TERMS AND CONDITIONS**

<b>JOB TITLE</b>	Non-Executive Director
<b>TERM OF OFFICE</b>	The initial term of office is 4 years.
<b>FEES</b>	£3,000 per annum
<b>BOARD APPROVALS</b>	Appointment to the board is subject to the following: <ul style="list-style-type: none"> <li>• DBS Check</li> <li>• Declaration of Good Character (signed and returned)</li> <li>• Director appointment letter (signed and returned)</li> <li>• Declaration of Interests</li> <li>• Board Code of Conduct (signed and returned) to include adherence to:               <ul style="list-style-type: none"> <li>• Directors' Conflict of Interest policy</li> <li>• Anti-Bribery policy</li> <li>• Expenses policy</li> </ul> </li> </ul>
<b>TIME COMMITMENT</b>	An average of 2 days per month. A flexible approach to days worked is required. On occasions including evening and weekend working, when attending national events.
<b>NOTICE PERIOD</b>	12 weeks
<b>LOCATION OF MEETINGS</b>	The Board normally meets 6-8 times a year, and meetings are usually held in London (remote attendance can be accommodated on occasion, if necessary).  The majority of Sub-Committee meetings take place online.

*NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organisation.*

## **4. Election Process**

The process for the election is detailed in the Election Regulations for Directors Elected by the Members.

*England Athletics is committed to providing and supporting an inclusive culture that promotes equality, diversity, and inclusion. We are proud of the diverse community we represent and want to ensure our workforce is representative of that community so welcome applications from all sections of the community and diverse groups. We will, at every opportunity, advance equality, and inclusivity within the organisation, by addressing barriers, encouraging participation, and taking all relevant steps to meet everyone's needs.*