

Trustee/Director application information

Introduction

“Bath Recreation is an emerging local charity that seeks to provide opportunities for everyone in our community to enjoy recreation in its broadest sense. Primarily through our property and working with key partners such as Bath Festivals, we aim to sustainably promote activities that encourage happy, active and healthy lives.” – Jason Dalley (Chair)

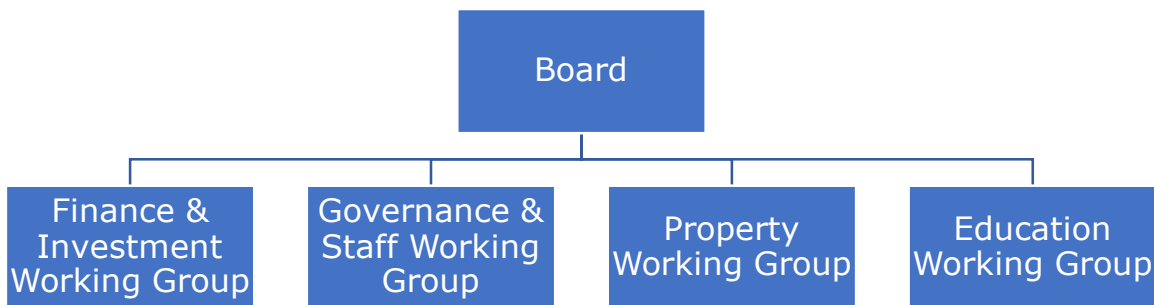
About Bath Recreation

Bath Recreation is a local charity who are passionate about providing opportunities for the community at large to engage in sport and recreation. We believe recreation is a key component to bringing communities together and nurturing positive lifestyles.

We currently manage three sites, The Bath Recreation Ground, The Glasshouse Playing Fields and Broadmoor Lane Orchard and Play Area.

We are located in the very centre of the beautiful world heritage city of Bath, Bath Recreation plays a valuable role at the heart of the community, providing for a wide range of sporting and recreational activities and events.

The Board is responsible for setting the strategic direction of the Charity and to effectively discharge its duty. Trustees/Directors participate in a number of Working Groups that support the executives with a range of operational matters. The structure is as follows:



The Opportunity

Two new Trustees/Directors are being sought to join the current Board for an initial period of 3 years, at which time they can be considered for re-election to a serve further term. In particular we are seeking persons with one or more of the following experiences:

- Chartered Surveyor (commercial property)
- Educator
- Child/youth development

The role will begin in Spring 2022 and successful applicants will be invited to an initial Board meeting which will confirm their appointment.

Full details of the person and role specification are included in this pack – please note the information regarding conflicts of interest and eligibility.

Any application should include a covering letter and a CV, summarising your experience. Specific attention should address the core criteria and desirable experience set out in the person and role specifications in the application pack.

All interested applicants are encouraged to familiarise themselves with the Charity and its work. Our Annual Report for 2021 is also available on our website www.bathrec.co.uk and highlights how we have been nurturing positive lifestyles.

Applications should be submitted by midday on 28 February 2022.

The Chief Executive will be available for informal discussions prior to application, this can be arranged by email, to admin@bathrec.co.uk.

Diversity Statement

We would be very interested to hear from anyone who considers they meet the relevant criteria. We look to promote inclusion and diversity and welcome applications from everyone in our community. If you have any specific requirements in respect of the recruitment or interview process, please mention this in your application.

Application process

Applications should be emailed to admin@bathrec.co.uk by midday on 28 February 2022.

Bath Recreation Limited's selection process will be based on evidence of how applicants meet core criteria and the extent to which they can contribute desirable expertise.

All applications will be screened by a panel and a short list of applicants will be chosen and invited for interview. All applications will receive a response as to whether they have been invited to interview or not.

The interviews will include a short bank of generic questions about relevant experience and interest in the charity followed by a discussion.

The panel will then invite any suitable applicants, at a time to be arranged, to meet other members of the Board in an informal setting to give them an opportunity to get to know potential future co-Trustees/Directors.

There will be a formal induction process prior to taking up the position.

Key Dates

Application deadline: midday 28 February 2022

Interviews: to be arranged by mutual convenience.

Trustee/Director role description

General responsibilities:

1. To be collectively responsible for the actions of the Charity along with other Trustee/Directors including that the Charity:
 - a. complies with its governing document, charity law and any other relevant legislation or regulations
 - b. pursues its objects as defined in its governing document.
 - c. uses its resources exclusively in pursuance of its Objects.
 - d. is run effectively with efficient administration (delivered through a staff team).
 - e. remains financially stable and sustainable
2. Active participation within at least one of the Board's Working Groups.
3. To be appointed as a Director of the charitable company with Companies House.
4. To contribute actively to the Board's role in giving strategic direction to the Charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To promote and safeguard the good name and values of the Charity.
6. To protect and manage the property of the charity through the proper investment of the charity's funds.

Other duties:

1. To declare any conflict of interests while carrying out the duties of a Trustee/Director.
2. Attend meetings and consider papers in advance of meetings.
3. Participate in other tasks as they arise, from time to time, such as forming temporary sub-committees to select professional service providers.
4. To attend and support functions and activities run by the Charity where possible and at all times act as an ambassador for the Charity, actively promoting the ideals of the Charity and looking to further our network of friends and contacts.
5. Keep informed about the activities of the Charity and the wider issues which affect its work.

Specific skills:

In addition to the above, each Trustee/Director should use their specific skills, knowledge or experience to help the Board reach sound decisions. This may involve; scrutinising Board papers, leading discussions, focusing on key issues and providing guidance on new initiatives or other issues in which the Trustee/Director has special expertise.

Time consideration:

1. The Board meet formally at least four times per year including a public meeting. Currently, formal meetings are held at the Bath Recreation Ground or the Glasshouse Academy (or by virtual meeting platform).
2. Working Groups meet approximately four times a year or as required to discharge their duties. Currently meetings are held virtually.
3. Contact with staff and advisors by email and telephone will be necessary as will occasional meetings by convenient arrangement.

Other:

1. The position is not remunerated, however expenses incurred by Trustee/Directors on travel and subsistence or training are payable by the company.
2. Trustee/Director indemnity insurance is provided by the company.

Trustee/Director person specification

DESIRABLE EXPERTISE:

We are seeking to add to the skills and experience provided by the existing Trustee/Directors, in particular:

- **Chartered Surveyor (commercial property)**
- **Educator**
- **Child development**

Previous experience of being a Trustee/Director is preferred but not essential.

CORE CRITERIA:

Commitment

1. An interest in and enthusiasm for the provision and promotion of recreational and sporting opportunities.
2. An understanding of and commitment to the objects of Bath Recreation Limited (not just limited to Bath Recreation Ground).
3. A willingness and ability to devote the necessary time and effort to the role of Trustee/Director.

Attributes

4. An ability to think and apply knowledge strategically, in the long-term interests of the Charity.
5. An ability to think creatively and to explore options and possibilities.
6. An ability to analyse and evaluate management information and other evidence.
7. A willingness to listen and learn.

Communication and team working

8. An ability to communicate clearly and sensitively and to take an active part in discussions.
9. An ability to influence and engage.
10. An ability to work effectively in a group.
11. A willingness to express their own opinion in a reasoned way, while also listening to the views of others.
12. An ability to challenge constructively and ask questions appropriately.

Accountability

13. An ability to exercise sound and independent judgement.
14. A willingness to make and stand by collective decisions, including those which may be controversial.
15. An ability to manage difficult and challenging situations.
16. An ability to maintain confidentiality on confidential or sensitive information.

Eligibility

Trustee/Directors must act solely in the best interests of the Charity and must avoid acting if they may be affected by any personal conflicts of interest or loyalty; whether direct or through a connected person*. For this reason, representatives of local, connected organisations or special interest groups are unlikely to be suitable as co-opted Trustee/Directors.

Candidates will be asked to consider and declare any existing or potential conflicts of interest; whether direct or through a connected person.

Some people are disqualified by law from acting as Trustee/Directors including, but not limited to;

- anyone who has an unspent conviction for an offence involving deception or dishonesty,
- anyone who is an undischarged bankrupt,
- anyone who has been removed from trusteeship of a charity by the courts or the Charity Commission for misconduct or mismanagement, and
- anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986.

Bath Recreation Limited may conduct necessary checks, including DBS, on prospective Trustee/Directors to ensure eligibility. All Trustee/Directors will be required to sign a declaration of interests and that they are not disqualified.

* Connected person: in broad terms this means family, relatives or business partners of a Trustee/Director, as well as businesses in which a Trustee/Director has an interest through ownership or influence. The term includes a Trustee/Director's spouse or unmarried or civil partner, children, siblings, grandchildren and grandparents, as well as businesses where a Trustee/Director or family member holds at least one-fifth of the shareholding or voting rights. If in doubt about whether a person or business is a connected person seek advice from a solicitor or other person qualified to advise on the matter.

Further information on becoming a Trustee/Director can be found at:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>