

Bath ● ● ●  
Recreation

# BATH RECREATION

TRUSTEE/  
DIRECTOR

Information  
Pack

Nurturing Positive Lifestyles



# › Welcome

Bath Recreation has been running as a small charity in Bath for over eight years, and in that time we have laid the foundations for a long-term strategy, a vision, mission and purpose.

We are a dynamic, self-funded charitable organisation that provides property and programmes for everyone in our community to enjoy recreation in its broadest sense in and around Bath.

Over the next five years we want to become a trusted partner in the recreational space in Bath, impacting the lives of many people in the community and ***Nurturing Positive Lifestyles***.

We are looking for a new Trustee/Director to join our existing board members as we continue to progress our new strategy to achieve our purpose. We specifically are looking for an individual who has experience in community engagement through sport or recreational activities.

Do you have a genuine enthusiasm for the provision of recreational opportunities and the impact this can have on the community? Do you have the knowledge and experience of developing connections with the diverse communities within Bath? If this is you and you have a good understanding of charity governance and the time to support our charity to make an impact, then we want to hear from you.

Visit our website [www.bathrec.co.uk](http://www.bathrec.co.uk) to find out more about your charity's work and the board of directors.

To apply send a CV and covering letter to [chiefexec@bathrec.co.uk](mailto:chiefexec@bathrec.co.uk) by the application deadline of 5pm 17th September 2023.

**Jason Dalley**

**Chair**



# › Strategic Direction 2022 – 2027

Our strategic intent is to be recognised as a trusted partner for recreation in or near Bath over the next five years.

Having spent the last five years building foundations and new recreational sites, this new strategic period, which began in the autumn of 2022, will focus on the impact that Bath Recreation has on the community.

Our vision over the next five years is to create a model for the future utilisation of recreational properties. Bath Recreation wants to demonstrate and share a model which enables other organisations to benefit their communities.

Our enduring purpose is ***Nurturing Positive Lifestyles.***

## Influence

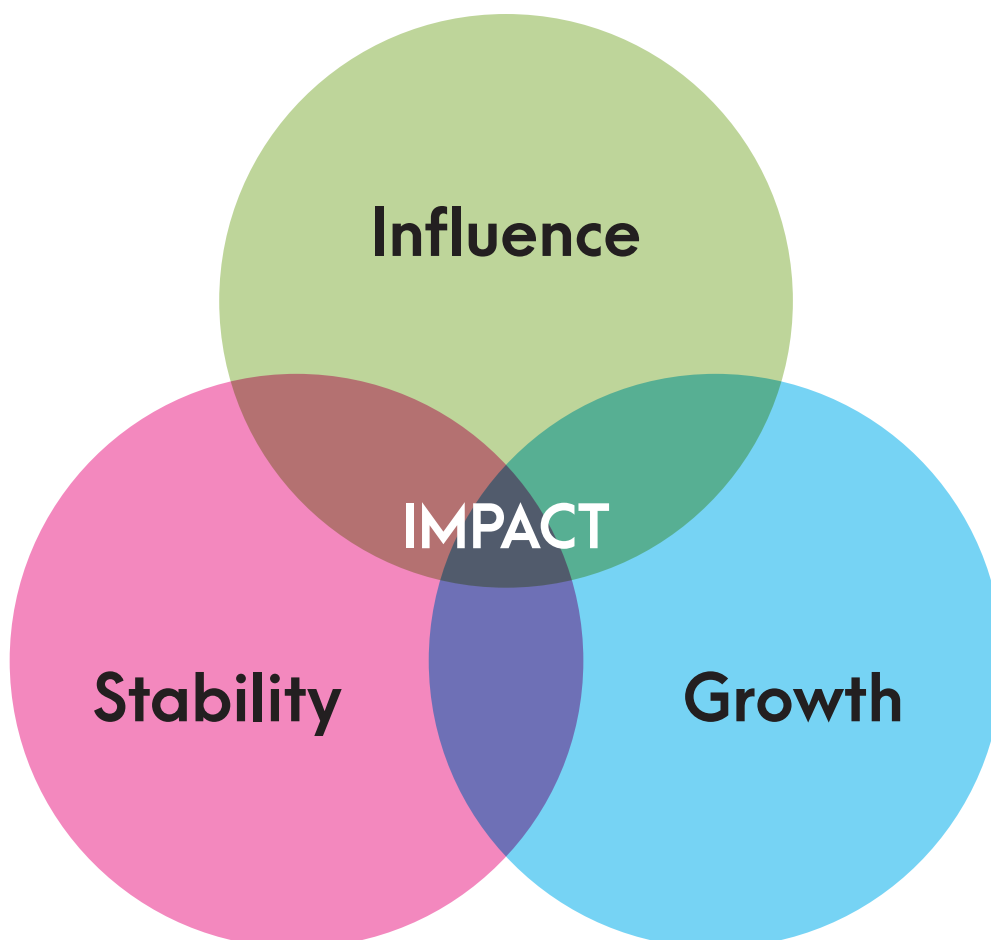
To broaden the range of partners that we work with, including local schools, businesses, organisations and charities. And reach out to the wider public to communicate the impact of our charitable work.

## Stability

To secure the future by ensuring that we have a financially stable and diversified funding stream in order to continue to do the good work we do through the Glasshouse Academy and Buds programmes.

## Growth

To measure the impact each site and each activity has on the community and to investigate opportunities to protect, maintain and develop sites in or near Bath.



## > Our Purpose

**Our mission is 'providing opportunities for our community to lead healthy, active and happy lives'.**

**Being financially sustainable is key to our purpose, and we will provide enduring opportunities for future generations.**

**We have relationships with schools, clubs, organisations, partners, pupils, parents and other charities throughout the community of Bath and surrounding areas.**

## > Our Values

**We are committed to doing good.**

Being part of the community and helping people lead a better lifestyle through recreation.  
To make a difference.

**Compassionate and family first.**

Being empathetic and putting ourselves in the shoes of the community.  
A 'family' approach to our network.

**Positive and enthusiastic.**

Being the best of what we can achieve, maintaining a belief that we can change a situation into something better.

## > What We Do

The premise for anything that we do needs to answer the question, is it nurturing positive lifestyles, or can it contribute to Bath Recreation sustainably providing opportunities for the community to lead healthy, active and happy lives.

Nurturing Positive Lifestyles is broad in its overall impact, it's about supporting, stimulating and developing communities and how they use our recreational facilities to become more positive in their outlook and in their lives.

Many of the activities and the impact we have support all age groups, although the Glasshouse Academy programmes do focus on future generations, as Bath Recreation can have a longer-term impact on their lives.

The key programmes that deliver on nurturing positive lifestyles are the Glasshouse Academy and Buds programmes. However, there are other key areas such as events and grounds maintenance that impact people's recreational lives.

# › The Glasshouse Academy Buds Programme



The programme provides children with the best opportunities to contribute to their communities for generations to come.

## › Buds Programme

Fundamental Movement Skills are taught in six schools for ages 4 to 7 years old, the skills are basic movements traditionally associated with physical activity.

The six schools in Bath are: Twerton Infants, St Michael's Junior Church School, St Martin's, St Andrew's, Roundhill Primary and Oldfield Park Juniors.

## › Academy Programme

The programme is in its second year supporting Years 5, 6 and 7, and is designed to provide fun and enjoyment in a safe environment, with a focus on empathy, communication and teamwork. This programme will continue to grow year on year until a full programme is in place covering Year 5 to 13.

## › Grounds

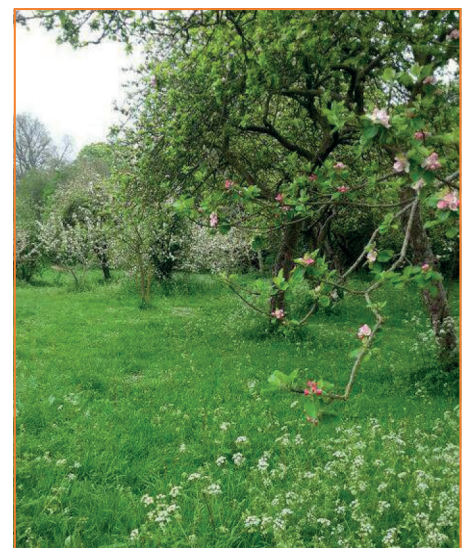
Bath Recreation currently manages three grounds, the Rec, The Glasshouse and Broadmoor Lane Orchard and Play Park. We seek to utilise these grounds to **Nurture Positive Lifestyles**. We also run a trading company that offers ground maintenance services.



**The Recreation Ground**  
Home to Bath Rugby and  
Bath Croquet Club



**The Glasshouse Academy Grounds**  
Home to Bear Flat and  
Combe Down cricket clubs



**Broadmoor Lane Orchard  
and Play Park**

# ➤ Trustee/Director

We are looking for a new Trustees/Director to join our Board, in particular persons with experience in community engagement through sport/recreation with a knowledge and experience of developing connections with the diverse communities within Bath.

Applicants should have a genuine enthusiasm for the provision of recreational opportunities, have a thorough understanding of charity governance and be able to make the necessary commitment to the position.

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

All interested applicants are encouraged to familiarise themselves with the Charity and its work. Our Annual Report for 2022 is also available on our website [www.bathrec.co.uk](http://www.bathrec.co.uk) and highlights how we have been Nurturing Positive Lifestyles.

The Chief Executive will be available for informal discussions prior to application, this can be arranged by email, to [chiefexec@bathrec.co.uk](mailto:chiefexec@bathrec.co.uk).

# ➤ Application Process

Applications should be emailed to **[chiefexec@bathrec.co.uk](mailto:chiefexec@bathrec.co.uk)** by **5pm 17th September 2023**. 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 role description below.

The 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.

**Interviews will be held w/c 25th September 2023** arranged at mutual convenience and include a short bank of generic questions about relevant experience and interest in the charity followed by a discussion.

The **role will begin in December 2023** and successful applicants will be invited to an initial Board meeting which will confirm their appointment.

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

# ➤ Recruitment Timetable

These dates are indicative and may be subject to change (except closing date). Please note that candidates will need to be available for first and second interviews, if selected.

Bath Recreation will advise all candidates of outcomes at each stage of the process as soon as possible.

If you would like to arrange an informal discussion about the role please contact [chiefexec@bathrec.co.uk](mailto:chiefexec@bathrec.co.uk).

- **Closing Date** 17th September 2023
- **Interview** W/C 25th September 2023
- **Role Commencement** December 2023

## Equal Opportunities Statement

Bath Recreation Limited is keen to ensure that it represents the community we serve and welcomes applications from ethnically diverse communities, disabled people and people from the LGBT+ community.

Should you require application forms in an alternative format or any adjustments to be made throughout the application process or upon appointment, please contact [chiefexec@bathrec.co.uk](mailto:chiefexec@bathrec.co.uk)

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.



# › 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 three-four times a year or as required to discharge their duties.
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.



## Desirable Expertise

- We are seeking to add to the skills and experience provided by the existing Trustee/Directors, in particular experience in community engagement through sport/recreation with a knowledge and experience of developing connections with the diverse communities within Bath.
- Knowledge and understanding of Charity Governance
- Previous experience of being a Trustee/Director is preferred but not essential.

## Commitment

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

## Attributes

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

## Communication & Team Working

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

## 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 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>



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[www.bathrec.co.uk](http://www.bathrec.co.uk)



Bath Recreation Limited, a charitable company limited by guarantee, registered in England and Wales with a company number 10735297 and registered charity number 1173521.

Registered office; Bath Recreation Ground, Pulteney Mews, Bath BA2 4DS.

Bath Recreation (Trading) Limited is a wholly owned subsidiary of Bath Recreation Limited, company number 13553734.