



Trustee Role Info Pack

Trustee role description

About us

Founded in 2012, Women's Sport Trust (WST) raises the visibility and increases the impact of women's sport through the promotion of **role models**, increasing **media coverage** and improving **funding**. We are a leading UK charity focused on using the power of sport to accelerate gender equality.

WST creates opportunities to engage decision makers who have the capacity to reshape a more inclusive sporting landscape.

WST is a dynamic, innovative and progressive organization that is action oriented. This is an exciting opportunity to join our team.

About the organisation

WST is a company limited by guarantee, registered in England and Wales (852118); VAT Number (244 4669 88) and is registered with the Charities Commission (1153429)

WST is run by an operational board of trustees comprised largely of committed volunteers. The Board is currently comprised of 10 Trustees; you can read their biographies on our website.

In the last few years, WST's activities have been supported by a small team of paid, part-time consultancy staff acting as an operational hub. This currently comprises:

- CEO (and co-founder)
- PR & Comms Lead
- Director of Programmes

We work with a Diversity consultant to help ensure that inclusion is central to all of WST's practices and campaigns. We have a Director of Visual Campaigns who oversees our branding, imagery, and external publications.



Our focus

- We change the conversation
- We amplify, connect & stimulate
- We take action



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Registered charity number **1153429**

Date: May 2020

About the role



The Board has identified the need to recruit a new Treasurer.

You will be passionate about women's sport and keen to support WST in realising its full impact as an entrepreneurial, collaborative, and action-focused charity. We are looking for someone with expertise in:

Treasurer Specific Responsibilities

The Treasurer will work closely with the WST CEO, part-time bookkeeper, and accountant.

Overview of responsibilities

- Oversee the financial affairs of WST and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures and practice are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts, and audits, meeting all deadlines. Our end of year is 31st May.
- Provide support to financial planning, forecasting and budgeting activities.
- Act as a Director and Trustee of WST and undertake all requirements of the Trustee Role (see pages 4-5)

Specifically

- Liaise with the CEO, part-time bookkeeper, accountant and other staff or volunteers as relevant to ensure the financial viability of the organisation.
- Support good governance by ensuring that fellow Trustees are aware of their financial obligations, financial considerations of WSTs activities and take a lead in presenting and interpreting financial data to them.
- Report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc).
- In conjunction with the CEO oversee the production of an annual budget to support the annual operational plan and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept & that effective financial procedures & controls are in place in line with WSTs Financial Controls, & supervise staff financial activity as required
- Appraise the financial viability of plans, project proposals and other work of WST.
- Lead on appointing and liaising with auditors/an independent examiner.

Person Specification

Attainment & qualifications	<p>Membership of one of UK accountancy bodies – ICAEW, ICAS, ACCA, CIPFA, CIMA.</p> <p>Trained in relevant accounting packages</p> <p>Internet, Microsoft, and other ICT skills</p>
Experience & abilities	<p>Relevant experience as an accountant, auditor, bookkeeper or treasurer</p> <p>Knowledge and experience of current finance and fundraising practice relevant to charitable organisations</p> <p>Working as part of a small team, or Trustee Board, and decision-making</p> <p>Ability to produce and interpret financial information clearly, against operational and strategic plans</p> <p>Membership of relevant professional bodies</p> <p>Experience of successful charity fundraising desirable</p> <p>Ability to commit to the time and capacity requirements of the charity</p>
Personal attributes	<p>Excellent interpersonal and communication skills</p> <p>Problem-solving</p> <p>Well organised, able to prioritise, work to deadlines and work on own initiative</p> <p>Committed and pro-active member of the team</p> <p>Conscientiousness and attention to detail</p>
Interests	<p>Any relevant to the role or work of the charity</p> <p>Interested in women's sport and gender equality</p>



Trustee Role Description

Job title:	Trustee
Reports to:	Board of Trustees
Grade:	Volunteer
Period of office:	All Trustees serve a three-year term of office. Trustees are eligible for re-appointment by recommendation of the Board.
Time requirement	Our Board meets approximately 3 times per year with Trustees taking on additional sub-committee roles, aligned with their personal experience. We estimate a 6 hour/month commitment.

Governance responsibilities

Trustees have and must accept ultimate responsibility for directing the affairs of Women's Sport Trust and for ensuring that it remains solvent, well-run and delivers the charitable outcomes in accordance with its Articles of Association and charity law.

- Ensuring that the charity complies with charity law, and with the requirements of the Charity Commission as regulator and in particular to ensure that the charity prepares reports on what it has achieved and produces Annual Returns and accounts as required by law.
- Acting as a guardian of the charity's assets - both tangible and intangible - avoiding any personal conflicts of interest or misuse of charity funds or assets.
- Using reasonable care and skill to ensure that the charity is well-run and efficient and that risks are assessed and managed.

Operational responsibilities

Trustees will contribute to the development of WST through:

- Shaping, sustaining, and reviewing WST's aims and strategies and ensure they remain relevant to the vision, purpose, and values of the organisation
- Offering an external perspective and critical thinking
- Participating in tasks such as fundraising, events, media requests, policy advocacy, recruitment panels, expert panels and advice to the chief executives;
- Providing appropriate advice, guidance, and support on the operational/delivery implications of policy proposals



- Attending board meetings, committee(s) and events as appropriate
- Setting the appropriate culture and 'tone' for the organisation which is consistent with its values
- Assisting in the facilitation of priority projects
- Active networking - generating introductions and liaising with corporates, athletes, leaders, and others
- Maintaining our reputation through public relation campaigns, website, and social media outlets.
- Acting as an ambassador/spokesperson for WST as required
- Ensure WST inclusion and diversity objective is embedded into all practice

Person Specification

While we do not expect all candidates to embody all the following attributes, we would welcome applications where an individual has extensive coverage of most of the following areas:

- A passion for the progression of women's sport and an understanding of the women's sporting landscape
- The energy, good humour and enthusiasm necessary to realise significant ambitions despite limited resources.
- Personally motivated to step up as a trustee, with a full awareness of the responsibilities involved and aligned with the ethos of the organisation
- An understanding and acceptance of the legal duties responsibilities and liabilities of trusteeship
- An understanding of gender, inclusion, and diversity issues
- Willingness to devote the necessary time and effort to take WST to the next level.
- Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly.
- Ability to question intelligently, think strategically, debate constructively, challenge rigorously and bring independence of thought to decision-making
- Ability to actively listen to the views of others, inside and outside of the board and to work well with difference, be a team player and gain the trust and respect of other board and Hub members
- An ability to instigate ideas and identify own ways of contributing
- Proven problem-solving ability
- Experience of running campaigns
- Understanding of how organisations can achieve social change and demonstrate their impact
- Politically aware, well networked and experience of influencing
- Can maintain confidentiality on sensitive and confidential information
- Specific professional skills/expertise that relate to one or more of the operational responsibilities of the board (see previously identified areas for recruitment).



Diversity and Inclusion

WST is committed to improving the diversity of the Trustees and believes that representation is important in order to reflect the diverse communities in the UK. We are therefore actively seeking applications from men, people with a disability and people from a minority ethnic background.

WST Board meetings are held in London, WST staff and Trustees are located across the UK and full use of technology to communicate is made outside of Board meetings. Expenses for travel and other requirements for engagement are paid.

We value your difference and what this brings, a commitment to the values and strategic objectives of the Women's Sport Trust will be crucial. Our Board meets approximately 2-3 times per year with Trustees taking on additional sub-committee roles, aligned with their personal experience. We estimate an additional 6 hours/month time commitment though this may need to flex up during busy periods.



To apply

To apply please send a CV, with a covering letter outlining why you are interested in becoming part of WST, your areas of expertise and how you could add value to our organisation. Please include the name and contact details of 2 referees.

Please return your CV, covering letter and Diversity and Inclusion Questionnaire to tammyparlour@womenssporttrust.com

Timescale

All applications must be received by 6pm on Thursday 25th June 2020.

Interviews will take place via Zoom on Thursday 9th July.

The candidate selected for the position will shadow the current Treasurer during July and August as year-end accounts are prepared. Appointment will officially take place at the **AGM on 24th September 2020** in London.

Treasurer Recruitment – 2020

Diversity and Inclusion Information

WST is explicitly focused on encouraging sport to become a more diverse and inclusive environment and think it is imperative that we also achieve these objectives in a diverse and inclusive way. We believe that being inclusive is not only the right thing to do, it is the smart thing to do in terms of being a high-performance organisation, having significant impact, individuals achieving their potential and engaging with diverse stakeholders / audiences.

It would be very helpful, therefore, if you could provide some voluntary information about your age, gender, ethnicity, and geographical location. We will use this data to gauge the diversity of our reach. We will not pass on your details to third parties. This data is anonymous, will be kept separate from your application and will be stored securely.

Your gender

Female Male Transgender Prefer not to say

Your age

U14 15 – 21 22 – 29 30 – 39
40 – 49 50 – 59 60 – 69 70+

Your Ethnicity

White

Irish Traveller

Mixed / Multiple ethnic groups

White and Black Caribbean

White and Asian

Any other Mixed/Multiple ethnic background

Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black / African / Caribbean / Black British

African

Caribbean

Any other Black / African / Caribbean background

Other ethnic group

Arab

Any other ethnic group

Do you consider yourself to have a disability? Yes No Prefer not to say

Where are you from?

North East North West Yorkshire and Humber East of England

East Midlands West Midlands South East South West

London Scotland Wales Northern Ireland

Other Prefer not to say