

Swim England North East Ltd

Trustee

Job Description & Person Specification

The role of the Trustee:

Trustees of Swim England North East Ltd (SENE) bring with them their personal and professional knowledge, expertise and experience in order to support SENE to achieve its key objective to progress Aquatic Disciplines across the region. Each Trustee brings a fresh perspective and objectivity to SENE which seeks to encourage and foster a strong organisational performance, based on innovation, creativity and equality.

Main Responsibilities:

Individual Trustees of SENE have the following responsibilities:

1. **Developing Strategy and Policy:** to actively and constructively contribute to and challenge the development of strategy and policy in the region
2. **Risk:** to be satisfied that financial information is accurate and that systems of risk management are robust and defensible
3. **Delegated authority:** ensuring that Trustees operates within the limits of its delegated authority.
4. **Monitoring performance:** overseeing the work of SENE and monitoring the performance of planned areas of work against the agreed objectives and targets
5. **Investment:** to contribute to collective decisions on recommendations to Swim England in relation to investment and work if the NGB in the North East region.
6. **Advocacy:** to be an advocate for sport and the work of SENE across the region at all times
7. **Individual skills, knowledge and experience:** Trustees are drawn from a wide variety of backgrounds, including voluntary sector sport, local government, health, education, safer/stronger communities, private sector and others. They should use any specific skills, knowledge or experience they have to promote aquatics, improve SENE's networks and help the board reach sound decisions
8. **Specialist skills, knowledge and experience:** Each Trustee will have a specific area of expertise and support role to the staff of SENE e.g. Finance, which will be highlighted in the individual person specification below.

Person Specification - Trustee

Person Specification	Description
1. Experience <i>Essential</i>	• A proven track record gained in a relevant field of work. In particular, experience which demonstrates a knowledge and awareness of aquatics contribution to at least one of the following areas: ○ <i>Voluntary sector sport and national governing bodies of sport; local government leisure and sport; education;</i>

	<i>health; safer/stronger communities; private/commercial sector business;</i>
<i>Desirable</i>	• Previous experience of board/committee membership and/or Trustee role, owning and committing to shared goals and responsibilities and understanding and valuing roles and contributions from all members • Experience of dealing with the media – TV, radio or the press
2. Knowledge	
<i>Essential</i>	• A good overview of at least one geographic area of the Region and the key issues faced within it • A good working knowledge of sport and the voluntary sport sector in the region and some of the key issues facing voluntary sector sport
<i>Desirable</i>	• An awareness of the role of local government within the region (<i>and some experience of working with local government</i>) • Some awareness and understanding of regional and national sports policy and a commitment to improve and develop knowledge and awareness around sub regional, regional and national sports policy
3. Skills and Abilities	
<i>Essential</i>	• Good communication and interpersonal skills at all levels with ability to motivate / enthuse / persuade, negotiate and influence verbally and in writing at all levels • The ability to contribute objectively and consistently to discussion and debate within a board environment • The ability to problem solve, make decisions and prioritise • The ability and willingness to act as an advocate for aquatics to a broad audience
4. Other Considerations	
<i>Essential</i>	• An understanding and commitment to equal opportunities and the achievement of sports equality issues • An understanding of the needs of under-represented groups in sport • Ability to attend and represent SENE on up to 8 days per annum • The commitment and time to prepare for board meetings by reading and understanding board papers

Contacts and Relationships:

Trustees will have some engagement with and responsibility for a range of external contacts across the region and beyond. These may include:

- SENE Trustees who will come from a range of backgrounds, including local government, voluntary sector sport, health, education etc
- Swim England – the strategic lead agency for aquatics nationally
- Local Government members/Councillors and officers from partner authorities
- Other key external partner organisations.
- Board members/Trustees from the other Swim England Regions
- Core team members