

Recruitment Pack: Active Oxfordshire Chair

There has never been such an exciting time to play your part in getting Oxfordshire Active! Whilst we are the most active County in the Country, we also have big issues to tackle across Oxfordshire- real health inequalities and ticking time bombs around the activity levels of young people and the growing number of older residents.

The challenge for us at Active Oxfordshire is how we play a part in delivering change by working collaboratively with stakeholders and partners to deliver our vision of everyone in Oxfordshire being active everyday

So thank you for expressing your interest in the promotion of physical activity and sport in Oxfordshire. We know that physical activity and sport play a vital role in individual health and well-being and a significant role in keeping the nation healthy, by preventing ill-health and contributing to wider quality of life. Physical activity and sport can play a part in developing positive individual traits such as physical robustness and mental resilience, they can help prevent social isolation and anti-social behaviour and, from an economic perspective, active people take less time off sick and are more productive.

In this context we operate as one of 43 Active Partnerships working across the country to contribute to the achievement of the Government's 5 main outcomes for public investment in physical activity and sport- 1) Physical Well-Being; 2) Mental Well-Being; 3) Individual Development; 4) Social and Community Development and 5) Economic Development.

Active Oxfordshire has undergone a transformation process and now has a permanent workforce of 9 FTE headed by the Chief Executive, Paul Brivio. Keith Johnston currently chairs the Board, which has two Sub- Committees- one focused on Strategy and Nominations including Performance Management; the other on Finance, Risk, Remuneration, Audit and Governance. Active Oxfordshire has now achieved Tier 3 Governance Code Compliance as it currently funded primarily by Sport England. It also receives other funding locally from organisations to deliver work on their behalf including Oxfordshire County Council Public Health and the Oxfordshire Clinical Commissioning Group. We are 1 of 43 Active Partnerships working across the Country.

The following supplementary information may be useful and further information is available from: <https://www.activeoxfordshire.org/>

1. [Government Strategy for Sport: Sporting Future](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/486622/Sporting_Future_ACCESSIBLE.pdf)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/486622/Sporting_Future_ACCESSIBLE.pdf

2. Sport England Strategy: Towards an Active Nation
<https://www.sportengland.org/media/10629/sport-england-towards-an-active-nation.pdf>
3. Active Partnerships
<https://activepartnershipsevents.org/about-the-event/repository/>
4. Active Oxfordshire Operational Plan
A small icon representing a Microsoft Word document, showing a white page with a blue 'W' and a grey border.

Active Oxfordshire
Operational plan.doc <https://bit.ly/2TWuWW5>
5. Active Oxfordshire Constitution
<https://www.activeoxfordshire.org/constitution>
6. Active Oxfordshire
<https://www.activeoxfordshire.org/missionandvision>

In the way we conduct our work we need to:

- **Understand our Place and People**– We want to develop our knowledge, understanding, skills and evidence base so we can add value to local partners and utilise data and insight to influence systems change and healthy place shaping.
- **Learn and Improve** – We want to do more of “what works” and to improve the effectiveness of services to people and places where there is most need. We are fostering a culture of improvement, growth and learning that means we are always focused on the citizen/resident and on achieving our outcomes.
- **Collaborate** – We actively collaborate with organisations and individuals with an interest in sport and physical activity and develop productive two-way relationships underpinned by professionalism, integrity, and respect. We believe in removing the barriers to physical activity and sport for those who are under-represented and to be pro-active in tackling health inequalities across the County.

- **Make a difference** – We focus our energy and resources on interventions and campaigns that can make a tangible difference to the lives of Oxfordshire residents through physical activity and sport with a specific focus on health inequalities and reaching/engaging with those who are physically inactive.

Job Title: Active Oxfordshire Chair

The Active Oxfordshire Board is seeking to appoint an exceptional individual with the necessary blend of skills and experience as Chair to the Charitable Incorporated Organisation (CIO), specifically to provide committed leadership to the Board and Chief Executive, acting as a driving force to deliver its commitment and vision to tackling physical inactivity across the County.

Active Oxfordshire is committed to ensure that the Board composition, over time, reflects appropriate diversity, geographical spread and required skill-sets. As a new organisation we are still on a journey but in the last 6 months the Trustees have conducted an internal review which it intends to act upon with the support and guidance of key stakeholders.

Role Description

The Chair needs to ensure good governance so that the Board of Trustees effectively performs its principle tasks of:

- ***Providing advocacy for physical activity and sport in Oxfordshire and being the official representative of Active Oxfordshire at high profile stakeholder events and meetings***
- ***Championing Active Oxfordshire across all partnership networks and to key stakeholders in particular***
- ***Promoting the Active Oxfordshire purpose and vision as set out in the Operational Plan.***

- *Developing a sustainable Business Model for the organisation, setting strategic goals within a long- term business plan with clear KPIs while ensuring that effective monitoring is in place to evaluate progress to achieving those goals*
- **Providing inspirational leadership to the Board, stakeholders and the organisation as a whole.**
- Contributing to board performance and management and ensuring ongoing improvement and development as assessed through the Sport England Performance Management and Improvement Framework (PMIF)
- Ensuring effective governance of the Board that meets and exceeds all requirements.
- Carrying out inductions, appraisals, reviews and audits as appropriate to maintain a high performing board
- Providing an Annual Report to partners and stakeholders.

Person Specification

The Chair will have the following attributes:

- Commitment to Active Oxfordshire and the wider Active Partnerships Network
- Willingness to devote the necessary time and effort.
- Strategic vision and excellent local knowledge of the Oxfordshire landscape.
- Exercises good, independent judgement.
- Possesses a strict sense of confidentiality.
- Thinks creatively, find solutions and be business like.
- Leads by example to help the organisation deliver on its purpose, vision and values.
- Understands and accepts the legal duties, responsibilities and liabilities of Trusteeship.
- Works effectively as a member of a team.
- Understands the requirements of the Tier 3 Governance Code set by Sport England.
- Leadership and networking skills and can exercise tact and diplomacy in their work.
- Communication and interpersonal skills.
- Acts with impartiality, fairness and has the ability to respect confidences
- Commitment to equality, to reducing health inequalities and help maximise social impact.

The position is non-executive. It is voluntary so is and not salaried although out of pocket expenses will be paid where appropriate. The Chair should ideally work and/or reside in the geographical county of Oxfordshire.

Time

The Chair will be expected to be able to make the following time commitments to fulfil their duties which include:

- Induction training for Trustees and Key Staff
- Four Board meetings including one annual Board Away Day
- Ex-officio membership of the two Sub- Committees
- Two Partnership networking events staged annually
- Represent the Trust at working groups/conferences/events and the Active Partnerships Convention.
- Regular contact with the Board Members, Chief Executive and key staff

How to Apply

Candidates should submit their CV, together with a covering letter expressing their reason and interest for applying along with how they meet the role and person specification. Please provide a signed copy of the Declaration attached if appropriate and return to Paul Brivio, Chief Executive at: paulbrivio@activeoxfordshire.org.

For more information and/or an informal discussion please contact Stuart Henshaw, Vice-Chair and Senior Independent Director (SID) on henshawsw@gmail.com or Paul Brivio on 07741733777

Equal Opportunities Monitoring

This form will be separated from the main application form prior to assessment and will not form part of the selection process. The data contained will be used solely for the purposes of monitoring the recruitment and selection processes of Active Oxfordshire

Ethnicity: (please tick relevant box)

Asia/ Asian British - Bangladeshi		Black 'Other'	
Asian/ Asian British - Indian		Chinese	
Asian/ Asian British - Pakistani		White British	
Asian/ Asian British - 'Other'		White European – Western Europe	
Black/ Black British - African		White European – Eastern Europe	
Black British		White Irish	
Black/ Black British - Caribbean		Other	

If none of the above seem to 'fit' you, please write in your ethnicity:

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Gender:

Male	
Female	

Disability:

Do you consider yourself to have a disability - this may include long term illnesses or mental health conditions?

Yes	
No	

Please
Specify.....

We do not currently collect data on either sexuality or religion