

# Chair and Independent Director

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## Recruitment Pack



**BOCCIA**  
UK

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# **An opportunity to contribute to the continued success of a unique Paralympic sport**

Boccia UK is currently looking to recruit two suitably qualified candidates to undertake the following key Board positions:

## **Chair & Independent Director**

Building on our success at the Rio 2016 Paralympics and more recently at BISFed 2018 World Boccia Championships in Liverpool, the successful candidates will help steer Boccia UK to further success at the Tokyo 2020 Paralympic Games and beyond.

## **Boccia UK**

The United Kingdom Boccia Federation (Boccia UK) is the National Governing Body for the Paralympic sport of boccia in the UK. It is a federation comprising the four sports organisations responsible for the development of boccia in each of the home nations, namely Boccia England, Disability Sport NI, Disability Sport Wales and Scottish Disability Sport.

Boccia UK is responsible for the identification, development and preparation of the UK's most talented players, with a particular focus on supporting athletes to achieve their potential at the highest level of Paralympic sport. This principally involves running the World Class Programme (WCP), funded by UK Sport. In addition the organisation facilitates home nation collaboration around the development of the UK wide performance pathway.





## About Boccia

Boccia (pronounced 'bot-cha') is a precision indoor ball game, similar to bowls and pétanque. The sport has been specifically designed to be inclusive of disabled people with players throwing, kicking or using a ramp to propel a ball onto the court with the aim of getting closest to a 'jack' ball.

As a sport specifically designed to be inclusive of players with the highest levels of support needs, it makes a particularly valuable contribution to disability sport provision in the UK and internationally.

At a recreational level boccia is played widely in schools and adult centres throughout the UK. In 1984, boccia was introduced as a Paralympic sport for athletes with a disability affecting loco-motor function such as Cerebral Palsy.

Since then the sport and skill level involved has developed rapidly and boccia is now widely recognised as fantastic sport of intriguing tactics, incredible skill and nail biting tension.



# **Recruitment Process**

**Advertised from:  
Tuesday 2nd October 2018**

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**Closing date:  
Thursday 8<sup>th</sup> November 2018**

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**Interviews in London:  
Thursday 29<sup>th</sup> November 2018**

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## **How to Apply**

**To apply for the positions please email a CV and covering letter clearly stating which role you are applying for and detailing your suitability for the position to [dawnbrown@positivedynamics.co.uk](mailto:dawnbrown@positivedynamics.co.uk) by 8th November, 2018.**

**Role descriptions for both roles and Boccia UK's Directors Code are provided below.**

# Chair Role Description

## September 2018

The United Kingdom Boccia Federation (UKBF), a company limited by guarantee, manages the elite athlete programme with the objective of delivering Paralympic, World and European success in Boccia. UKBF also facilitates home nation collaboration in a range of areas around the development of the performance player pathway. The Board consists of three independent Non-Executives and one representative of each of the four Home Nations who are the UKBF's members. As part of its succession planning, the UKBF wishes to appoint an independent Chair who will take on the following roles and responsibilities:

### Key Roles:

- To provide leadership to the Board acting in the long-term interest of the UKBF
- To take responsibility for the Board's composition and development
- To ensure proper information is provided to the Board and that its meetings are planned and conducted effectively
- To ensure that all Directors are involved in the Board's work and that the Board focuses on its key tasks
- To engage the Board in assessing and improving its performance
- To oversee the induction and development of new Directors
- To line manage and support staff as appropriate
- To ensure the Board operates in accordance with the Code for Sports Governance
- To act in accordance with UKBF's Directors Code
- To represent UKBF with outside bodies such as UK Sport, the Boccia International Sports Federation (BISFed) and the British Paralympic Association

# Key Responsibilities

- To chair four Board meetings a year (these are normally held in London)
- To enable the Board to develop the UKBF's strategy
- To enable the Board to monitor the risks associated with delivering the strategy
- To enable the Board to monitor the operational performance of the organisation
- To enable the Board to consider issues such as succession
- To maintain the highest standards of governance

## Qualifications and Experience

- A professional accounting qualification with current or recent accountancy experience

And/or

- Experience in promotion and fundraising
- A good working knowledge of the principles of good Corporate Governance generally and of the Code for Sports Governance
- A good working knowledge of the elite sport sector would be helpful
- Evidence of success in a sports sector, charity, corporate or professional services environment
- Evidence of good commercial business skills and the ability to lead a successful collaborative team environment
- Evidence of the ability to act with the professionalism, ethics and behaviours described in UKBF's Directors Code

The position is voluntary, unpaid and will involve a commitment of approximately 25 days p.a., including chairing four Board meetings, a number of committee meetings, review meetings and external representation. The term of office is up to 4 years with the possible addition, subject to Board approval, of a second term of up to 4 years.





# Independent Director Role Description

## September 2018

The United Kingdom Boccia Federation (UKBF), a company limited by guarantee, manages the elite athlete programme with the objective of delivering Paralympic, World and European success in Boccia. UKBF also facilitates home nation collaboration in a range of areas around the development of the performance player pathway. The Board consists of three independent Non-Executives and one representative of each of the four Home Nations who are the UKBF's members. As part of its succession planning, the UKBF wishes to appoint an independent Non-Executive Board member who will take on the following roles and responsibilities:

### Key Roles

- To act as an objective and impartial member of the Board, helping to ensure that all decisions taken are in the long-term interest of the UKBF
- To ensure the Board operates in accordance with the Code for Sports Governance
- To act in accordance with UKBF's Directors Code

### Key Responsibilities

- To attend four Board meetings a year (these are normally held in London)
- To assist in the development of the UKBF's strategy
- To help monitor the risks associated with delivering the strategy
- To help monitor the operational performance of the organisation
- To participate in (and possibly chair) a committee of the Board
- To advise the Chair on issues such as succession



## Qualifications and Experience

- A professional accounting qualification with current or recent accountancy experience

And/or

- Experience in promotion and fundraising
- A good working knowledge of the principles of good Corporate Governance
- Evidence of success in a sports sector charity, corporate or professional services environment
- Evidence of good commercial business skills and the ability to work well in a team
- Evidence of the ability to act with the professionalism, ethics and behaviours described in UKBF's Directors Code



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The position is voluntary, unpaid and will involve a commitment of approximately 12 days p.a., including attendance at four Board meetings.

The term of office is up to 4 years with the possible addition, subject to Board approval, of a second term of up to 4 years.

# UK Boccia Federation Directors Code

This code sets out requirements around high standards of professionalism, ethics and behaviours so as to ensure that UK Boccia Federation (UKBF) Board members contribute effectively within a sound corporate governance environment.

## The Code of Conduct is set out under two headings:

### Professionalism and Ethics Behaviours

## Professionalism and Ethics

### A UKBF Director will:

- Act within the law and in the best long term interests of UKBF
- Declare any potential or real conflict of interest as soon as they are aware of it
- Uphold the values of UKBF (Equality, Excellence, Openness, Accountability, and Community and Wellbeing)
- Maintain and confirm with routine annual declaration, high standards of integrity and probity
- Maintain objectivity to provide constructive challenge, advice and support where appropriate
- Maintain professional knowledge and acquire new skills and knowledge when necessary
- Respect the confidentiality of business and personal information gained in the performance of the Director's role
- Conform with the policies of UKBF

# Behaviours

A UKBF Director will within the Board environment and with UKBF stakeholders:

- Aim to attend all Board meetings and all committee meetings of which they are a member
- Read all papers in advance, being prepared to ask questions of clarification, seek further information and to comment
- Be open to other points of view, supporting the generation of innovative ideas and the potential for change
- Recognise and uphold the value of diversity in Board discussions and decision making
- Be mutually supportive to enable courageous discussions on difficult issues
- Provide constructive input to discussions, listen effectively and uphold collective responsibility once decisions are reached
- Collaborate effectively, sharing in successes and learning from setbacks
- Ensure the wellbeing of those associated with UKBF including its athletes, volunteers, staff and Board members
- Take pride in their involvement in boccia and promote its success and standing where appropriate

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The United Kingdom Boccia Federation is an equal opportunities employer and accredited to the Preliminary level of the Equality Standard for Sport. Applications are welcomed from all sectors of society and all appointments are made on merit alone.

UNITED KINGDOM BOCCIA FEDERATION

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