



CANDIDATE BRIEF FOR NON-EXECUTIVE DIRECTOR – COMMERCIAL AND FINANCIAL

Overview

Athletics is the Nation's number one Olympic and Paralympic sport and was the most successful sport overall at London 2012 Games. In 2017, London hosted both the World Para Athletics and IAAF World Championships, back to back, with record breaking ticket sales. It was the first time both world championships had been hosted by the same city in the same year.

As well as Major Championships, each year the UK plays host to three of the World's biggest and most successful athletics events; the Muller Indoor Grand Prix, the Muller Grand Prix Birmingham and the multi-award-winning Muller Anniversary Games. In 2018, athletics was voted as the most exciting British sport to watch by a YouGov survey, beating football and tennis to the top spot.

Athletics and recreational running is one of the Nation's most frequently enjoyed pastimes, with grassroots participation increasing annually. It is also one of the world's few truly global sports, with 200 countries participating at the last IAAF World Championships alone.

UK Athletics ("UKA") is the National Governing Body for Athletics in the UK. Our four primary roles are:

- Governance:** developing and implementing the rules and regulations of the sport.
- Events:** staging world class events to build the brand of athletics and engage the public.
- Commercial:** securing commercial income to fund and develop the sport.
- Performance:** developing athletes and coaches to achieve success on the world stage.

Our Vision and Strategy

UK Athletics has worked closely with the Home Country Athletic Federations ("HCAFs") to finalise and agree a new vision for athletics in the UK. This fresh, ambitious, unified vision for the sport has a clear focus on all the critical areas of athletics, including:

- Young people – the routes they have into our sport and what our sport can deliver for them beyond the athletics element.
- Athletics clubs - and the central role they play in our sport.
- Coaches and coaching – the critical workforce to enable talent to develop and inspire people of all ages to participate and develop.
- Talent development and performance – leading to medal success on the world stage (Olympic, Paralympic and beyond), with an enhanced and refocused talent pathway across the sport.
- Competition – a key factor in developing talent but also developing officials and volunteers upon whom the sport depends.
- Running – opportunities for participation and social running programmes that deliver a long term impact on communities and are as important as talent and elite pathways.

- Major events – to showcase our best athletes to British fans, inspire those following behind and generate funds to invest in the sport at all levels.
- Commercial – to maximise our commercial offering and through that be able to invest in the sport and ensure a vibrant future.

Our Values

Our core values; **Respect, Accountability, Quality, Communication and Integrity** are at the heart of everything we do and it is our aim that UK Athletics continues to demonstrate a culture of inclusion to reflect the diversity of the sport.

Equality and Diversity

As the largest Olympic and Paralympic Sport, equality, diversity and inclusion is core to our world-wide appeal, one we are proud to champion at every opportunity. UK Athletics embraces equality, diversity and inclusion both on and off the field of play where everyone can bring their whole selves to the organisation and we encourage job applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation. UK Athletics is a Disability Confident Leader and will guarantee an interview to any candidate with disability who meets the minimum job criteria.

Job Description

JOB TITLE: Non-Executive Director (NED) - Commercial and Financial

LOCATION: UK (Head Office – Alexander Stadium, Birmingham)

BUSINESS UNIT: Board of Directors

REPORTS TO: Chair

DIRECT REPORTS: None

BUDGET RESPONSIBILITY: None

PURPOSE:

- To act as a member of the Board of Directors, offering guidance, support, expertise and an objective perspective to the Executive on the key matters of strategy, operational management, organisational structure and development, commercial and financial affairs, and risk management.
- To play a key part in the decision-making process on strategic and major operational issues.
- To represent UKA on the recruitment panels for Chair, CEO and NEDs and other key roles within the sport as required.
- To Chair or be a member of key Board Sub-Committees as required e.g. Performance Oversight Committee, Audit Committee and HR Remuneration Committee.

KEY ACCOUNTABILITIES:

- To act as an unbiased, objective and impartial member of the Board, ensuring that all decisions taken are in the best long term interests of UKA, its stakeholders and employees.
- To offer advice and guidance in a consultative capacity to the Chief Executive and other Executive Directors and Senior Managers as required.
- To assist in the development of the organisation's strategy, ensuring this is implemented via effective policies and plans, whilst ensuring effective risk management and control processes are in place.
- To ensure that the organisation is run in a transparent and equitable manner.
- To ensure that the Board operates in line with accepted good practice in terms of Corporate Governance.
- To act in accordance with the Board of Directors' Code of Conduct at all times.

KEY RESPONSIBILITIES:

- To attend 8-10 formal Board meetings a year, as well as other ad hoc meetings and to sit on the Audit Committee.
- To act as a mentor for the executive Board members, in so far as this does not compromise the independence of the NED.
- To ensure that the organisation has a robust, workable and viable operational strategy, including detailed financial plans.

- To monitor the operational performance of the organisation and the executive management.

WORKING RELATIONSHIPS:

- Non-Executive Directors.
- Executive Directors.
- Senior Managers.
- UK Members Council.
- UKA Key Stakeholders/Partners.

KNOWLEDGE AND SKILLS:

Experience: (Essential experience required as a minimum to perform the job effectively)

- Proven commercial experience in business, financial management and risk assurance.
- A demonstrable passion for sport.
- Evidence of success in your chosen career.
- Proven Advisory/Committee experience at a senior level and/or senior leadership experience at board level.
- Good all round business acumen with proven experience, skills and knowledge of the requirements to contribute to a successful business.
- Experience in successfully setting and implementing strategy or supporting the delivery of such.

Specific Skills: (Essential specific skills required as a minimum to perform the job effectively)

- Relevant and recent financial expertise sufficient to be a credible member of the Audit Committee.
- Excellent communication, relationship and networking skills, able to represent UKA to all our stakeholders.
- Good knowledge of Corporate Governance and Board responsibilities, accustomed to a high level of accountability.

TERMS AND CONDITIONS:

JOB TITLE	Non-Executive Director – Commercial and Financial.
ANNUAL FEE	£13,967 per annum.
TERM	The appointment will be for a period of four years with the opportunity for this to be extended by mutual agreement for one further term of 4 years.
DAYS	c3 days per month. A flexible approach to days worked is required, on occasions including evening and weekend working.

NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organisation.

HOW TO APPLY:

To apply for this role, please email your curriculum vitae and covering letter to hr@uka.org.uk.

Closing date for applications is Thursday 12th September 2019.

Provisional date for interviews is Wednesday 2nd October 2019.