

# Independent Director Recruitment Pack

July 2020



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

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

- **Independent Director (with Elite Sports/World Class Programme specialism)**
- **Independent Director**

Building on our achievements at the Rio 2016 Paralympics, at the BISFed 2018 World Boccia Championships in Liverpool, and with confidence for strong performances at the Tokyo Paralympic Games now scheduled to take place in 2021, the successful candidates will join a highly experienced Board to help steer Boccia UK to continued future success.

### **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 have developed rapidly, and Boccia is now widely recognised as a fantastic sport of intriguing tactics, incredible skill and nail-biting tension.



## Recruitment Process

Positions advertised from: **17<sup>th</sup> July, 2020**



Closing date for applications: **11<sup>th</sup> September, 2020**



Interviews (in London or on-line, tbc): **23<sup>rd</sup> September, 2020**

## How to Apply

To apply, please email a CV and covering letter clearly stating which NED position you are applying for and detailing your suitability for the position to:

[louisebrimacombe@positivedynamics.co.uk](mailto:louisebrimacombe@positivedynamics.co.uk)

Closing date for applications: **11<sup>th</sup> September, 2020**

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



## **Independent Director (with Elite Sports/World Class Programme specialism)**

### **Role Description**

**July 2020**

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 currently consists of three independent Non-Executives and one representative of each of the four Home Nations who are the UKBF's members. The UKBF wishes to appoint an independent Non-Executive Board member, with Elite Sports/World Class Programme specialism, 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 provide specialist Elite Sports/World Class Programme insight and guidance to the Board in the development and management of its strategy;
- \* To help monitor the risks associated with delivering the strategy, and more specifically to help monitor the WCP-associated risks;
- \* 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, and on key changes in the Elite Performance sector and their implications for UKBF.

#### **Qualifications and experience**

- \* A good working knowledge of the principles of good Corporate Governance.
- \* Evidence of success and insight in the elite performance sports sector, at strategic level, and possibly (although not essential) in the Paralympic sector.

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- \* Evidence of sound 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.

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



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### Key roles

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### 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 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.

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.

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## UK Boccia Federation Directors' Code

### Purpose

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

*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.*



## Appendix 1

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS). To be invited to interview/assessment under this scheme, you must show in your supporting statements that you meet the minimum criteria for the role, which is 60% of the short-listing score across all essential criteria except when it has been exceptionally agreed that this percentage score be lowered.

If you wish to apply under the GIS, please complete a GIS form contained in the Recruitment Pack.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments at interview, then please let us know what those adjustments will be.

Please note: a request under the Guaranteed Interview Scheme does not guarantee you a job. At interview, the best candidate will be offered the post.

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each area, as well as meeting any of the qualifications, skills or experience defined as essential (the minimum criteria means the essential competences as set out in the advertisement for the post).

*What do we mean by disability?*

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

*How do I apply?*

If you want to apply under the Guaranteed Interview Scheme simply complete the declaration below and send it in with your application.

We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people. Please notify us in advance if there is anything you require.

**DECLARATION**

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

I require the following special arrangements to be made for me to be able to attend an interview:

.....  
.....  
.....  
.....  
.....  
.....

Name:.....

Date: .....

Signature\*: .....

Vacancy reference number: .....

\* There is no need for a signature if you are submitting the form electronically

Please return the completed form with your application

ANY FALSE DECLARATION OF DISABILITY TO OBTAIN AN INTERVIEW WILL SUBSEQUENTLY  
INVALIDATE ANY OFFER OF A POST

**UNITED KINGDOM BOCCIA FEDERATION**

First Floor, 85 Great Portland Street | London | W1W 7LT Telephone: 07779 249427 | Email:

[info@boccia.uk.com](mailto:info@boccia.uk.com) | Website: [www.boccia.uk.com](http://www.boccia.uk.com)

Company No. 6210283 registered in England at Wales at the above address

