

## **Trustee Candidate Pack 2022 - Cerebral Palsy Sport**

### **Position of Treasurer (Trustee)**

#### **Introduction message from the Chair**

Dear Candidate,

Thank you for your interest in applying for the role of Treasurer with Cerebral Palsy Sport (CP Sport).

CP Sport is a successful and highly respected influencer and change maker. Every year we support children, young people and adults to experience the life-changing benefits that participating in sport and physical activity can provide. Our aim is to ensure that people with cerebral palsy have the opportunities and the motivation to take part in sport regularly and to enjoy all the health, social and wellbeing benefits that brings.

Being a trustee is challenging and rewarding in equal measure. I lead a board of exceptionally skilled and motivated individuals who share a belief in the potential of sport to change lives for the better. Our role is to set the future direction for the charity, based on insights from our members, funders and partners. At present half of our trustees have lived experience of cerebral palsy, and we are committed to ensuring diversity in our board.

As trustees, we apply our skills to offer constructive challenge and support to our staff team so that together we can make our vision a reality. Our work is made possible because of the funding we receive from funders, supporters and individuals as well as a range of valued partners. These partnerships include key agencies such as Sport England, British Paralympic Association and the Sport and Recreation Alliance. We also work closely with Active Partnerships, National Sports Governing Bodies (NGBs), Activity Alliance (formerly EFDS), Disability Rights UK, Youth Sport Trust, members, schools, colleges, parents, families and many more.

Like many people, communities and organisations all around the world we've had to adapt to big changes caused by COVID-19 and we've embraced the



challenge of supporting our members to take part in sport despite the ongoing crisis.

This year we will launch a new strategy for CP Sport. We are currently in the process of consulting and developing our plans and this is an exciting time to join the organisation and shape the future direction.

The future is exciting for Cerebral Palsy Sport and we are excited to hear from you!

Lynne Wardle  
Chair of Trustees

## **About us**

CP Sport is the national disability sports organisation supporting people with cerebral palsy to be able to access and enjoy being physically active throughout their lives.

We collaborate with local, regional and national partners to provide physical activity that is accessible and enjoyable for people with cerebral palsy – children, young people and adults, all across the UK. We support everyone with cerebral palsy to have the opportunities, capability and motivation to participate in a wide range of physical activities and which suit a variety of interests.

We work hard to make physical activities accessible for everyone with cerebral palsy. Our expert specialist support for parents, support workers, teachers, coaches, physiotherapists, occupational therapists, sport providers and other professionals enable sport and sessions to be adapted to suit individual needs.

Our friendly and welcoming community brings together people with cerebral palsy, their families and friends, volunteers and those working in the disability sport sector who provide local and national opportunities. We are part of a vibrant network, we collaborate with partner organisations, working together to break down barriers that prevent disabled people from enjoying active lives.

We are here to enhance the lives of people with cerebral palsy and the wider disability sport community. Signposting to local, accessible activities and campaigning with our members, fundraisers and partners, we raise awareness of cerebral palsy, as well as the physical and mental health and wellbeing benefits of being active. Becoming physically active is life enhancing – increased confidence, increased motivation, reducing social isolation, not to mention the range of mental and physical wellbeing benefits which can improve daily life in the long term.

**Our vision** is that everyone with Cerebral Palsy enjoys a lifetime habit of physical activity.

**Our mission** is to influence the sector and wider society and to collaborate with partners so that every person with cerebral palsy has the opportunity and choice to enjoy being physically active.

**Our values** are important to us. We will:

- **Listen** to our community and work together to find solutions to achieve our vision
- **Collaborate** with others from within the sector and from outside of the sector, we can't achieve our vision on our own
- **Learn** from our successes, our mistakes and from others, enabling CP Sport to be an agile, dynamic and innovative organisation
- **Support** people with cerebral palsy to lead an independent and active life
- **Bring enjoyment** and fun to our work, to our programmes and events and ultimately to our community
- **Advocate** for and refer to “The Social Model of Disability” in our work to raise the level of equity within the sport and leisure sector and remove systematic barriers and social exclusion for people with cerebral palsy

**Our Executive Structure:** CP Sport currently has a staff team of 6; Interim Chief Executive Officer, Financial Controller, Head of Marketing & Communications, Head of Delivery, National Football Development Officer, Team Co-ordinator.

### **Commitment to Equality Diversity and Inclusion**

Cerebral Palsy Sport is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, gender, sexuality or socio-economic background.

We are deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at CP Sport interviews
- Paying for your travel costs to the interviews if these are held in person
- Making reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you're concerned about or think we could provide, please let us know.

## **The Role**

CP Sport is governed by a Board of up to ten Trustees that bring a range of skills to support the organisation with governance decisions. The Board are independent individuals with a range of skills and competencies across key sectors that enables CP Sport to operate as an effective strategic national disability sports organisation (NDSO), charity and a Limited Company.

### **Key responsibilities for all trustees:**

- To set and monitor the strategic direction of the charity and to ensure that our strategy is aligned with the values and mission of the charity.
- To set overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure that CP Sport complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
- To ensure CP Sport applies its resources exclusively in pursuance of its objects
- To approve all major decisions and ensure the financial stability of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure that appropriate protection, systems, and checks remain in place to mitigate exposure of the organisation to major risks.

### **Additional responsibilities for the Treasurer position:**

- Overseeing, approving and presenting budgets, accounts and other financial statements.
- Being assured that the financial resources of CP Sport meet its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- The preparation and presentation of the financial statements to the board.
- Working with the Financial Controller to ensure that appropriate accounting procedures and controls are in place.
- Liaising with the Financial Controller on a regular basis.

- Responsible for ensuring that the charity complies with all relevant legislation.
- Ensuring that equipment and assets are adequately insured.
- Ensure that the accounts are prepared in the form required by the relevant statutory bodies.
- Ensure that the accounts are audited in accordance with the regulations and that any recommendations are acted on.
- Chair the quarterly Finance resilience sub-committee meetings.

### **Person Specification for Treasurer position**

We are looking for someone who:

- Cares passionately about CP Sport and who recognises the vital contribution the organisation makes to the lives of disabled people.
- Can be a powerful advocate of CP Sport and its interests.
- Has excellent communication skills and an ability to persuade and influence to promote the interests of CP Sport.
- Is able to operate at a strategic level, bringing insight and interrogation to the development of organisational strategy.
- Displays a commitment to inclusion and diversity.
- A recognised financial and/or accounting qualification
- Experience and knowledge of managing finances, bookkeeping or similar
- Has experience and knowledge of current practice relevant to voluntary and community groups, charities or SME finance would be useful
- The skills to analyse proposals, examine their financial consequences and make concise recommendations
- Ability to communicate financial information clearly
- Commitment to the organisation; willingness to devote the necessary time and effort
- Willingness to be available to employees with financial responsibilities on a scheduled or ad hoc basis to provide advice and answer enquiries
- Familiarity with Xero accounting system or a similar popular accounting software packages would be an advantage but not a prerequisite
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

## **Additional Information**

### *Time Commitment*

The time commitment is between 10 and 15 days per annum to include around 6 Board meetings and sub-committee meetings. Depending on particular interests and expertise Trustees are normally appointed to one of the Board sub committees which meet 4 times per year. These include:

- Governance and Planning
- Insight and Engagement
- Sport Development
- Financial Resilience

We would anticipate the treasurer role take the lead for the Financial Resilience sub-committee.

### *Location*

At present and for the foreseeable future meetings are taking place via video conference.

### *Remuneration*

Trustees are non-remunerated, but expenses may be reclaimed in accordance with our volunteer's expenses policy.

### *Terms of Appointment*

Trustees are normally appointed for a three-year period of office and may be reappointed for a further three years. The appointment of new Trustees will be subject to the receipt of two satisfactory references and completion of a Basic DBS check.

### *Conflicts*

We want Trustees who are passionate about making a contribution to the sport and this may include those actively involved in it. There will inevitably be occasions when there might be conflicts of interest. In these situations he or she should declare an interest and not seek to influence the discussion and decision.

## **How to Apply**

Please submit the information below to: [Chair@cpsport.org](mailto:Chair@cpsport.org)

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.
- Interviews are due to take place via video conference.

If you would like an initial discussion regarding the role of Trustee with CP Sport please get in touch with Steven Day, Interim Chief Executive Officer;

Email: [steven.day@cpsport.org](mailto:steven.day@cpsport.org)

Mobile: 07881 588675

CP Sport Lytchett House, 13 Freeland Park, Wareham Road, Poole, Dorset, BH16 6FA

Website: [cpsport.org](http://cpsport.org)