

Cerebral Palsy Sport

Chief Executive Officer Applicant Information Pack April 2022

Introduction Message from the Chair

Dear Candidate,

Thank you for your interest in applying for the role of Chief Executive Officer (CEO) 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 influence the sector & wider society so that every person with cerebral palsy has the opportunity & choice to enjoy being physically active.

CP Sport is at a very exciting point in its development. We have a board of exceptionally skilled and motivated individuals who share a belief in the potential of sport to change lives for the better. At present half of our trustees have lived experience of cerebral palsy, and we are committed to ensuring diversity on our board. We have a new strategy which sets out plans for the next three years and are excited to be able to recruit our permanent CEO after a six-month interim period.

Our work is made possible because of the support we receive from funders, supporters and individuals as well as a range of valued partners. These partnerships include key partners 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 challenges.

It is important to us that our new CEO has a deep interest in tackling inequalities for people living with CP and are passionate about making a difference across our beneficiaries. We believe that everyone with Cerebral Palsy should be able to enjoy a lifetime habit of sport & physical activity and it is our mission to make this happen.

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

Lynne Wardle
Chair of Trustees

About Cerebral Palsy Sport

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.

CP Sport Strategy 2022-25



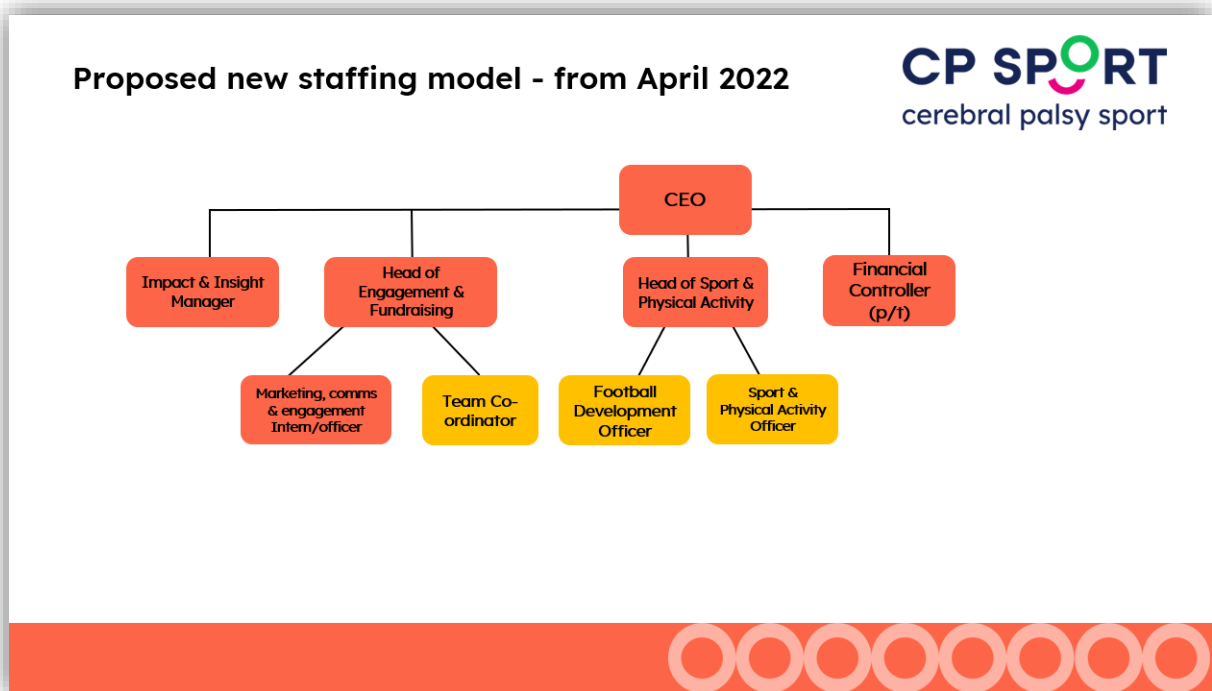
Our vision is that everyone with Cerebral Palsy enjoys a lifetime habit of sport & physical activity.

Our mission is to influence the sector and wider society 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** 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 structure:



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.

Job Description

Job Title:	Chief Executive Officer
Reporting to:	Chair & Board of Trustees
Direct reports:	Financial Controller Head of Sport & Physical Activity Head of Fundraising & Engagement Impact & Insights Manager
Salary:	Up to £55,000
Location:	Home based, with some UK-wide travel
Type of contract:	Full time, permanent

Purpose:

The Chief Executive Officer (CEO) has overall responsibility for leading all strategic and operational aspects of CP Sport. They will work closely with the Board of Trustees and provide strong leadership to the CP Sport team.

Key duties and responsibilities:

Leadership

- Lead, support and motivate staff, volunteers and partners to ensure access to inclusive physical activity for people with cerebral palsy.
- Embed a culture of ambition and learning for all staff in order to achieve the charity's aims, objectives and ambitions.
- Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.
- To be an ambassador and advocate for CP Sport, representing the charity at external events and with stakeholders and potential stakeholders.

Strategy

- Work closely with the Board in order to develop, evolve and implement CP Sport's strategy.
- To monitor the organisation's performance and provide the Board and funders with regular reports and information to enable effective decision making and planning.
- Develop stronger research, data & insight to better understand the needs of the CP community & demonstrate CP Sport's impact.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.

Partnership & business development

- To diversify the charity's income in order that it becomes less dependent upon a single funder.
- To take responsibility for generation of income via commercial or corporate partners.
- Build strong relationships with a range of existing and potential funders and support the Head of Fundraising & Engagement to develop a range of grant applications.
- Develop partnerships with key stakeholders including beneficiaries, funders, delivery partners and national governing bodies of sport.

Governance

- Contribute to the management of the charity's monitoring and evaluation processes and requirements both internally and externally.
- Act as safeguarding lead for CP Sport, ensuring activities of CP Sport follow the appropriate safeguarding policy.
- Manage the CP Sport risk register, identifying appropriate risk mitigations and providing regular reports to Board.
- Work with the board to ensure CP Sport complies with The Code for Sports Governance.

Financial Control

- Ensuring financial control and supporting good governance across all aspects of the charity.
- To develop and be responsible for the delivery of a business plan and financial strategy for the charity which ensures its ongoing sustainability.
- Take overall responsibility for the management of CP Sport's budgets and cash flow, ensuring that the financial resources of the charity meet its present and future needs.
- Overseeing and presenting budgets, accounts and other financial statements to the board.

Any other duties

To undertake any other appropriate duties as determined by the Board of Trustees

Person Specification

	ESSENTIAL	DESIRABLE
Skills		
Strategic planner who can involve and negotiate with key stakeholders.	✓	
Able to network and operate across a range of different sectors and industries.	✓	
Able to interpret complex and sensitive information and translate effectively to different audiences.	✓	
Excellent analytical and problem-solving skills and evidence of strategic thinking with the ability to work flexibly according to the needs of the charity	✓	
Able to make sound judgments following an analysis of the information available and reasonable assumptions.	✓	
Able to interpret and analyse financial information and data.	✓	
Able to identify, manage and plan for risks, whilst not being risk averse.	✓	
Ability to manage budgets, to identify and realise opportunities to increase financial resilience.	✓	
Able to develop a strong working relationship with a Board of Trustees and support them to manage their governance and compliance responsibilities.	✓	
Excellent written, presentation, verbal communication, and IT skills	✓	
Experience		
Experience of leading an managing a team	✓	
Experience of strategy development and delivery	✓	
Experience of developing and delivering training and education in a sports environment		✓
Experience of managing volunteers	✓	
Experience of budgeting and financial management.	✓	
Experience of influencing and working with decision makers at all levels.	✓	
Experience of working in disability sport and the third sector		✓

Experience of charity fundraising or income generation	✓	
Experience of working with national governing bodies and stakeholders in the sport and leisure sector		✓
Experience of sport and/or sport for development sectors		✓
Experience of leading transformation and growth	✓	
Experience of developing and implementing impact measurement framework across an organisation		✓
Prior experience as a chief officer in the charity or not-for-profit sectors		✓
Knowledge		
Excellent understanding of policies and procedures for Data Protection, Health & Safety, Equality & Diversity	✓	
Excellent understanding of safeguarding children and vulnerable adults.	✓	
Understanding of theory of change models and the role of impact frameworks		✓
Understanding of the inequalities experienced by people with disabilities	✓	
Understanding of the role digital can play in transforming access to sport & physical activity		✓
Personal Qualities		
Passionate and committed	✓	
Confident leadership and management skills	✓	
Creative thinker	✓	
Pragmatic and flexible	✓	
Good team player able to motivate and prepared to support others	✓	
Commitment to the principle of equality & diversity	✓	

This post is subject to an Enhanced Disclosure check via the Disclosure Barring Service. Cerebral Palsy Sport is an equal opportunities employer. All appointments are made on the basis of merit and ability.

How to Apply

Please submit the information below to Steven Day, Interim CEO:

steven.day@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.

The closing date is 12pm Monday 23rd May 2022.

It is anticipated that interview schedule will be as follows:

- First interview (online): week commencing 30th May 2022
- Second Interview (in person): week beginning 6th June 2022

If you have any questions regarding this role or would like a confidential discussion about the position, please contact Lynne Wardle, Chair of Trustees via email: chair@cpsport.org