

Independent Non Executive Director (x2)

Organisation

Welsh Judo Association

Salary

Voluntary (Reasonable expenses paid)

Location

Cardiff with travel within Wales as necessary

Contract Type

Volunteer (Maximum 4 x 2 year terms)

Commitment:

Board meetings – are held approximately every 6-8 weeks, usually in Cardiff

AGM – this is an annual event, usually in September and the date is set in advance. Board Directors are requested to attend this event

WJA official activities – Board Directors are asked to attend official events such as presentations, competitions and other relevant meetings. This is accepted to be on an 'as available' basis and is therefore not specified at a number of events/days

Welsh Judo Commissions - Board Directors are deployed on the Welsh Judo commissions. These are responsible for developing and co-ordinating specific areas of the associations business.

Closing date

Friday 26th January 2018

About Us

The Welsh Judo Association is the National Governing Body for Judo in Wales and is a Private Company, Limited by guarantee. Our vision is to promote judo throughout Wales, with key areas of work being to promote judo throughout Wales, providing member services, advice and assistance in connection to judo. This includes education, training and Talent development programmes to deliver performance and Commonwealth and Olympic Games.

The board is made up of five elected and four independent directors, including the Chair. The Chief Executive Officer attends Board meetings with non-voting rights.

The Board meets six times per year, with five Sub-Committees: Standards & Complaints, Finance & audit, Equality, Delivery, Performance and Technical; which also meet throughout the year.

Role of the Board

The role of the WJA Board's is to:

- Provide leadership and expertise in corporate governance to WJA to ensure that it meets all regulatory and legal standards
- Exercise appropriate and effective control of the organisation satisfying themselves on the integrity of financial information and ensuring that financial controls and systems of risk management are robust and defensible

- Set the WJA's vision, mission and strategic aims ensuring that the necessary sustainable financial and human resources are in place for it to meet its objectives
- Support and evaluate the CEO in their leadership of the business
- Scrutinise the performance of the executive in meeting agreed goals and objectives and monitor the reporting of performance
- Positively promote the strategic interests of the WJA internally and externally
- Uphold the highest ethical standards of integrity and probity and set the WJA's values and standards
- Support the operational delivery of the WJA's strategy through their involvement and leadership on Commissions.

All Welsh Judo Directors are expected to:

- Bring valuable and relevant external experience to the Board
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others, inside and outside the Board
- Gain trust and respect of other Board members
- Must not put themselves in a position where the interests of the WJA conflict with personal interests or duty to a third party.

Person specification

Below are the technical skills, knowledge and experience that we require of our Board members as well as the competencies, the behaviours that have been identified as critical to the success of the Board.

We do not expect potential Board members to have all the technical, skills or experience listed below however we will want Board members, collectively, to have all of them. As well as the Elected Directors we have the option to appoint other Board members to provide particular expertise. We will provide learning and development opportunities for the Board as a group to ensure they are supported in their role but welcome

Technical skills, knowledge and experiences

- **Ambassadorial responsibility** – experience of undertaking an ambassadorial role on behalf of an organisation and at the same time pursuing opportunities to further develop the organisation
- **Board of Directors experience** – experience in serving on public sector, private sector or not-for-profit boards. Experience with implementing good corporate governance policies
- **Delegated responsibility** – knowledge and experience of developing and implementing processes to delegate and manage operational responsibilities
- **Equality and inclusion** – knowledge and experience of contributing to the development of a culture that promotes equality and values diversity
- **Facilitating change** – facilitating the implementation and acceptance of change within an organisation; encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities
- **Financial knowledge** – knowledge and experience of financial planning management, the proper application of internal controls and the auditing requirements for a not-for-profit board
- **Human resource/executive performance review** – knowledge and experience of human resource/personnel considerations and issues for executive recruitment, compensation structures, and performance review

- **Member relations** – experience in member and customer relations management and effective communications with them
- **Risk assessment** – experience in the process of identifying principal corporate risks and to ensure that management has implemented the appropriate systems to manage risk.
- **Strategic planning and focus** – experience of planning, evaluation, and implementation of a strategic plan
- **Strategic relationships** – experience in strategic relationships and effective communications, knowledge and experience of the wider sporting landscape and external influencers/partners and stakeholders

Competencies – the behaviours

- **Communication** – clearly, concisely and purposefully conveys information and ideas through a variety of media to build effective relationships and gain support and commitment for ideas and decisions
- **Customer focus** – makes customers (internal and external) and their needs a primary focus of one's actions; developing and sustaining productive customer relationships
- **Developing self and others** – plans and provides support that enables themselves and others to develop and improve so they can fulfil current or future roles more effectively
- **Leadership** – proactively influences improved business practice and organisational change by modelling best practice and influencing
- **Strategic decision making** – obtains information and identifies key issues and relationships relevant to achieving vision and strategy; commits to a course of action to accomplish vision and strategy after developing alternatives based on logical assumptions, facts, available resources, constraints, and organisational values
- **Strategic direction** – provides clarity, direction and inspiration through a compelling vision of the future and what can be achieved
- **Team-working** – works cooperatively and collaboratively with others (both on and off the Board and infusing key partners) to achieve the collective WJA objectives
- **Valuing diversity** – appreciating and leveraging the capabilities, insights, and ideas of all individuals; working effectively with individuals of diverse style, ability, and motivation.

As a growing business with a need to develop our external profile and safeguard our member, Welsh Judo have identified that skills and/or experience in one or more of the areas below would be helpful:

- Finance and Audit
- Commercial/business development
- Legal

How to Apply

For an informal discussion of the post, please contact our Chief Executive, Darren Warner on 07867 385031.

Please apply in writing by Friday 26th January 2018 with a copy of:

Cover letter
Curriculum vitae
Equality monitoring form

To: office@welshjudo.com

Welsh Judo are committed to ensuring that Board members or potential Board members are treated equally and not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the Equality Act 2010 Protected Characteristics), class or social background, parental status or political persuasion.