



Department for  
Digital, Culture,  
Media & Sport



**UK Sport**

**2 x Board Members  
(including a Chair of the Group Audit and Risk  
Committee)**

**Information Pack for Applicants**

## **Vacancy Description**

The Secretary of State for Digital Culture, Media and Sport (DCMS) is looking to appoint two individuals as Board Members of UK Sport, one of whom will take up the role of Chair of the Group Audit and Risk Committee. UK Sport is a non-departmental public body, sponsored by DCMS.

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve.

## **About UK Sport**

UK Sport is the nation's high-performance sports agency, funded by the Government and The National Lottery. Its purpose is to lead high performance sport to enable extraordinary moments that enrich lives and its mission is to create the greatest decade of these sporting moments; reaching, inspiring and uniting the nation. UK Sport's investment and strategic direction helped British sports and athletes deliver 65 Olympic and 120 Paralympic medals at London 2012, four Olympic and six Paralympic medals at Sochi 2014, a record 67 Olympic and 147 Paralympic medals at Rio 2016, five Olympic and seven Paralympic medals at PyeongChang 2018 and 65 Olympic and 124 Paralympic medals at Tokyo 2020. It has also helped to establish the UK as a leading host of international sporting events, including the Tour de France and the World Athletics Championships.

## **The roles**

The UK Sport Board is made up of 12 non-executive Board Members, including the Chair and nominees from the Sports Councils of England, Scotland, Wales and Northern Ireland. The Board is appointed by the Secretary of State for Culture, Media and Sport.

UK Sport is seeking to appoint two Members to their Board, one of whom will take up the role of Chair of the Group Audit and Risk Committee. The Audit and Risk Chair is responsible for:

- Chairing the Group Audit and Risk Committee which oversees issues of risk, financial control and governance across UKS and EIS
- Providing advice from the Committee to the Board on the completeness, reliability and integrity of assurances provided
- Chair four GA&RC meetings a year, plus one to one private meetings with the external and internal auditors, Accounting Officers of UKS and EIS.
- Shaping the agendas and planning for the Group Audit & Risk Committee meetings with the UK Sport Director of Business Services.

## **Board ambitions and responsibilities**

The Board has corporate responsibility for ensuring that UK Sport complies with any statutory or administrative requirements for the use of public funds.

The Board is responsible for the strategic purpose, mission and ambitions of UK Sport, including the following:

- Delivering sustained success in Olympic and Paralympic Sport
- Maximising the inspirational impact of British elite athletes to deliver sporting, social and economic benefits
- Hosting a world-leading portfolio of international sporting events

- Realising the aim to keep winning and winning well, to grow a thriving sporting system and to inspire positive change

Within this wider remit individual Board Members support the Chair and CEO in:

- Promoting good practice, corporate leadership, diversity and inclusion and people development within the organisation of UK Sport
- Driving and measuring the effectiveness and efficiency of UK Sport as a body

## **Person Specification**

### **Group Audit and Risk Committee Chair Role**

#### **Essential Criteria**

The successful candidate to this role will be able to demonstrate in their application the majority of the following qualities to a high standard:

- A clear passion and enthusiasm for elite sport, with a demonstrable understanding of the structure of sport in the UK;
- Experience of working with Audit Committees and an understanding of their role and value to an organisation;
- The ability to chair meetings involving multiple stakeholders;
- Ability to listen, understand and distil salient issues for reporting back to the Board;
- Ability to build trust and rapport with the Executive Officers and auditors;
- Appreciation of risks and the control environment required in organisations handling public money;
- A strong commitment to engaging communities outside of London, and factoring UK-wide perspectives into all decision making.

### **Other Board Member Role**

#### **Essential Criteria**

The successful candidate to this role will be able to demonstrate in their application the majority of the following qualities to a high standard:

- A clear passion and enthusiasm for elite sport, with a demonstrable understanding of the structure of sport in the UK;
- Experience in strategic decision-making and planning at a senior level;
- Excellent communication, interpersonal and presentation skills and an ability to work across organisational boundaries to promote high standards;
- An understanding of the barriers for low participation groups within different sporting environments;
- A strong commitment to engaging communities outside of London, and factoring UK-wide perspectives into all decision making.

In addition to the above essential criteria, UK Sport is seeking to enhance the knowledge and experience of the Board in a number of key areas. For the other role, UK Sport would be particularly interested in hearing from candidates who demonstrate capabilities in one or more of the following areas:

**Legal** – experience of working in the legal sector with knowledge and comfort around challenging legal issues

**Paralympic Experience** – experience of working within or alongside the Paralympic high performance sport sector is sought to contribute to strategic decisions enabling success in Paralympic sport

**The Elite Sport System** – experience of the Elite Sport System in the UK, which provides the environment to drive success

## **Additional commitments**

In addition to their role on the Board, Members are asked to contribute to the work of a number of formal and informal UK Sport advisory panels as follows:

- **Audit and Risk Committee**
- **Major Events Panel**
- **Remuneration Committee**
- **Eligibility Panel**
- **The English Institute of Sport Board**
- **Ad hoc working groups set up from time to time**

## **Remuneration:**

These roles receive an attendance allowance of £218 per day, plus travel expenses

## **Time Requirements:**

The term of these appointments is four years, expected to start in early Spring 2022. There are usually six Board meetings per year and Board Members may be asked to contribute one to two day per quarter as a member of a Panel or sub-committee, plus occasional ad hoc meetings and optional activities and opportunities. Meetings are generally held in London, but occasionally elsewhere.

## **How to Apply:**

To apply, please send:

- a CV of not more than two sides of A4
- a supporting statement of not more than three sides of A4, providing examples and setting out how you meet the criteria
- the Monitoring Form which must be completed by clicking this [link](#), before submitting your application – please note this replaces the previous PDF monitoring form and;
- the Declaration of Interests Form.

Completed applications should be emailed to: [publicappointments@dcms.gov.uk](mailto:publicappointments@dcms.gov.uk)

Please put either '**UK Sport Audit Chair**' or '**UK Sport Board Member**' in the Subject line, depending on which role you are applying for.

If you have any questions about the appointments process, please contact Phil Hodges ([philip.hodges@dcms.gov.uk](mailto:philip.hodges@dcms.gov.uk)). If you would like to speak about the role itself, please contact Jordana Wicks ([jordana.wicks@uksport.gov.uk](mailto:jordana.wicks@uksport.gov.uk))

## **Diversity and inclusion**

DCMS values and cares passionately about the diversity of its public appointments. Boards of public bodies should reflect our diverse society in order to ensure the sector has a leadership that draws fully on the different skills and perspectives our country has to offer.

Applications are encouraged from candidates from across the UK, regardless of sex, ethnicity, disability, sexual orientation, age, religion or belief, and from the broadest range of personal and professional backgrounds. We particularly welcome applications from women, those from a black or ethnic minority background and people living with a disability.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply.

## **Disability Confident**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria.

If you wish to apply under this scheme, state this in the covering email or letter when submitting your application. This will in no way prejudice your application.

## **Reasonable adjustments**

If you would like a confidential discussion regarding any reasonable adjustments ahead of making your application or during the process, please contact us.

## **About DCMS**

Our department operates at the heart of government on some of the UK's biggest economic and social issues. Our mission is to drive growth, enrich lives and promote the UK to the world. We champion innovation and creativity. From the Arts to Artificial Intelligence, a quarter of UK businesses are in our sectors, and are among the fastest growing of our economy. Emerging technology is opening up new possibilities for human endeavour and self-expression. But we need to harness it, create new norms for the online world and build a strong civil society so that the benefits are shared by all. Our actions over more than 25 years of DCMS have become woven into the fabric of our nation. Today we continue to shape the world we want to live in – building a future fit for everyone.

DCMS is a ministerial department, supported by 45 agencies and public bodies.

## **If you are not completely satisfied**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@culture.gov.uk](mailto:publicappointments@culture.gov.uk).

## **Supporting information**

This appointments process adheres to the Cabinet Office [Governance Code on Public Appointments](#), which is regulated by the Commissioner for Public Appointments.

All applicants are expected to abide by the [Seven Principles of Public Life](#).

## **Eligibility Criteria**

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

**Conflicts of Interest and Due Diligence**

If you have any interests that might be relevant to the work of UK Sport, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

**Expenses**

Expenses incurred by external candidates during the recruitment process will not be reimbursed, except in exceptional circumstances, and only when agreed in advance.