



Department for  
Digital, Culture,  
Media & Sport



**4x Non-Executive Board Members  
(including a Chair of the Audit, Risk and Governance  
Committee)**

**Sport England**

**Information Pack for Applicants**

## **THE ROLES**

The Secretary of State for Digital, Culture, Media and Sport wishes to appoint four new Non-Executive Board Members to Sport England, including a Chair of the Audit, Risk and Governance Committee.

Sport England is a government-funded Non-Departmental Public Body and National Lottery distributor. It is responsible for supporting, growing and advocating for grassroots sport and physical activity in England in line with its objectives as set out in its Royal Charter, its new strategy *Uniting the Movement* and government's sport and physical activity strategy *Sporting Future: A New Strategy for an Active Nation*.

Board members' primary role is to work with the Executive Team to shape strategy and investment decisions and provide assurance that the organisation is delivering against its agreed objectives. The Board is also responsible for approving priorities for Sport England, agree annual budgets, an appropriate risk appetite and ensuring that the Executive Team maintains an effective system of internal control. Board members will also bring their own skills and experience to support the Executive Team in delivering the overall strategy.

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.

### **Time Commitment**

Board members will be expected to attend Board meetings approximately every two months, and are likely to be asked to be a member of a sub-committee or subsidiary as well, with a requirement of a further 4-6 meetings per year.

### **Location of Meetings**

Board meetings will take place in London, Loughborough or virtually. Other meetings and events can take place anywhere in the country.

### **Remuneration**

Board members are remunerated at a rate of £218 per day.

### **Term of Appointment**

Appointments will be made for up to three years, and the appointment may be renewable, subject to the views of Ministers.

## About Sport England

Sport England is funded by both government and the National Lottery, and is responsible for growing and developing grassroots sport and helping more people get active across England. It invests money in organisations and in places in order to achieve that, but also provides support to the sport and physical activity sector to ensure it can work as effectively as possible. It runs campaigns to encourage physical activity, invests in clubs and facilities across England, provides world class insight and expertise and works to ensure the highest standards of governance, leadership, safeguarding and integrity in English sport.

Sport England has just published a new ten year strategy, *Uniting the Movement* and a detailed three year Implementation Plan setting out how it will begin that decade-long journey. It also operates within the policy framework set out in *Sporting Future*, the government's strategy for sport and physical activity published in 2015.

Uniting the Movement put tackling the inequalities in sport at the heart of Sport England's work, and set out five Big Issues to work together on, and five Catalysts for Change:

| Big Issues  | Catalysts for Change                  |
|---|---------------------------------------|
| 1) Recover from Covid-19 and reinvent                 | 1) Effective investment models        |
| 2) Connecting communities                             | 2) The power of people and leadership |
| 3) Positive experiences for children and young people | 3) Innovation and digital             |
| 4) Connecting with health and wellbeing               | 4) Data, insight and learning         |
| 5) Active environments                                | 5) Good governance                    |

It is in these areas that the Board will focus, and support the Executive to deliver change that ultimately increases levels of activity, decreases levels of inactivity and narrows the inequalities that exist in both.

Sport England is a purpose-driven and values-led organisation and Board Members will be expected to share that purpose and demonstrate those values:

**Collaborative** - One team, committed to delivering together and working with others to make a difference to people's lives.

**Ambitious** - Determined in pursuit of its goals, prioritising work and partnerships that will most advance the mission, helping the organisation to succeed and make a positive impact on the nation.

**Inclusive** - Harnessing collective strength and respecting difference to create the conditions for everyone to engage and to excel.

**Innovative** - Curious, optimistic and relentless, questioning established ways of working and learning from each other and from experiences.

More practically, Sport England employs around 300 staff, who work across England, with three office locations in Loughborough, London and Bisham in Berkshire, though the lease on the current London Head Office expires at the end of 2022. The Head Office will move to Loughborough though a presence in London will be retained. Staff are a mixture of office and home based, which has been the case for some years now, though with a significant increase in home working since March 2020.

### **The Sport England Board**

The Chair leads a main Board which will consist of a Deputy Chair and up to 12 other members appointed by the Secretary of State for Digital, Culture, Media and Sport. There is also an Investment Committee, focused on specific investments and investment themes aligned to the strategy, an Audit, Risk and Governance Committee and a Chairs' Committee. There are also two subsidiary companies, the Sports Council Trust Company, which holds Sport England's property assets and the English Sports Development Trust Ltd, which invests money in campaigns such as This Girl Can.

## **THE PERSON**

### **Essential Criteria**

We are seeking to appoint four new Board Members, including a Chair of the Audit, Risk and Governance Committee.

### **General Board Member Roles**

Candidates to these roles will be able to demonstrate in their application the majority of the following qualities to a high standard:

- Ability to provide oversight of and support for the implementation of an ambitious and innovative strategy;
- Demonstrable knowledge of and passion for the grassroots sport and physical activity sector and/or a similar environment where complex social and economic factors impact on behaviour;
- Strong personal commitment to the vision and mission set out in *Uniting the Movement* and to Sport England's values;
- A good understanding of the impact of sport and physical activity, across physical and mental health, for individuals and communities, and for the economy;
- A strong commitment to engaging communities outside of London, and factoring nation-wide perspectives into all decision making.

The successful candidates will also demonstrate specific expertise in one or more of the following areas:

- Commercial operations and investment, particularly in areas relevant to sport, e.g. Commercial Loans, Private Equity, Social Investment, etc...

- Implementing a whole system change approach either in sport and physical activity or a comparable environment (health, education, social care, etc...);
- Successfully tackling inequalities in sport and physical activity or a comparable environment;
- Using communications and advocacy campaigns to change individual and organisational behaviours;
- The local authority landscape in England and knowledge and experience of delivery in a placed-based way;
- Understanding of the sport and physical activity sectors, for example, gained as an athlete or senior administrator.

### **Audit, Risk and Governance Committee Chair**

The successful candidate will be expected to demonstrate in their application the following criteria:

- 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 and to build trust and rapport with the Executive Officers and auditors;
- Understanding of the principles of effective governance;
- Appreciation of risks and the control environment required in organisations handling public money;
- Strong personal commitment to the vision and mission set out in *Uniting the Movement* and to Sport England's values;
- A strong commitment to engaging communities outside of London, and factoring nation-wide perspectives into all decision making.

## 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 Diversity 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 'Sport England ' in the Subject line, also indicating which specific role you are applying for (Board Member/ Audit, Risk and Governance Committee Chair).

If you have any questions about the appointments process, please contact Phil Hodges, Campaign Manager at DCMS ([philip.hodges@dcms.gov.uk](mailto:philip.hodges@dcms.gov.uk)).

If you would like to speak about the role itself, please contact Sarah Milton at Sport England ([Sarah.Milton@sportengland.org](mailto:Sarah.Milton@sportengland.org)) in the first instance. Further information can be obtained from the following websites:

- Sport England: [www.sportengland.org](http://www.sportengland.org)
- Sport England's Royal Charter:  
<https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/consolidated-royal-charter.pdf?losQoFZVi96Vvom80uqoZsR845HI7DIQ>
- Cabinet Office Public Appointments: <https://publicappointments.cabinetoffice.gov.uk/>
- Office of the Commissioner for Public Appointments:  
<https://publicappointmentscommissioner.independent.gov.uk/>

### Diversity and inclusion

We want to ensure any appointee is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

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 what we can do 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 the majority 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](#) and the [12 Principles of Governance](#).

## **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 the organisation, 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.