



British Paralympic  
Association



# Chair of the Board British Paralympic Association Applicant Information Pack



## **Forward by Chair of the Nomination Group**

Thank you for your interest in becoming Chair of the British Paralympic Association, the organisation responsible for representing the UK's Paralympic movement and sending teams to the Summer and Winter Paralympic Games.

You will join us at an exciting time, less than six months until the Paralympics in Beijing 2022, less than three years to Paris 2024 and looking ahead to Los Angeles 2028 and Brisbane 2032.

As a charity, we focus on creating the best environment for our athletes to perform as part of ParalympicsGB. We passionately believe their inspiration can challenge perceptions and in the words of our vision 'Through sport, inspire a better world for disabled people'.

The Board of Directors is responsible for the overall governance and strategic direction of the BPA and is looking for an exceptional and experienced Chair to oversee the roll out of our new Strategy. You will be expected to use your experience and expertise to deliver on the BPA's aims and objectives, including our social impact ambitions, in accordance with legal and regulatory requirements.

Like many charities, one of the biggest challenges facing the BPA is funding and we have specific challenges related to the cyclical nature of our work, but we are actively addressing these and transforming our funding over the next few years.

Recognising both our aspirations and challenges, we are interested in applications from individuals who have significant leadership experience at a senior level. We welcome applicants with a wide variety of experience, skills and knowledge. A keen interest in sport and experience of the Paralympic Movement are desirable but not essential, as is financial, commercial and fundraising experience.

Irrespective of your background, you will share our passion to create the best performance environment possible for our athletes and to use their fantastic performances to inspire change in society. You will need to be committed to our aims and values and to equality and diversity, and have the time to commit to the role.

In return you will have an opportunity to support the development of the most inspirational sports team in the UK, be at the heart of elite sport and play a critical role in using the inspiration of our athletes for the benefit of all disabled people.

This pack is designed to help you understand more about us and the requirements of the role. If you would like to have a chat, prior to applying, please contact me at [mrchristopher.j.brown@gmail.com](mailto:mrchristopher.j.brown@gmail.com). We look forward to hearing from you.



**Chris Brown**  
**Non-Executive Director / Chair of the Nomination Group**

## About Us

Established in 1989, the BPA is the UK's largest national disability sport charity. It is the National Paralympic Committee for the UK, responsible for the promotion of the Paralympic movement in Great Britain and selecting, entering and funding the Great Britain and Northern Ireland Paralympic team.

ParalympicsGB is the Great Britain and Northern Ireland Paralympic Team competing at the summer and winter Paralympic Games. We know that the outstanding performances of our athletes have a powerful impact on the British public and can shift perceptions of disability in society, helping to inspire a better world for disabled people.

The Summer and Winter Paralympic Games are the international, multi-sport events organised by the International Paralympic Committee (IPC) where athletes from one of the ten eligible impairment groups compete. The Summer Games has grown rapidly to become widely recognised as the third largest sporting event in the world.

The BPA has sustained its position as a world-leading National Paralympic Committee with a top three position in the medal table for our team, ParalympicsGB, at almost every Summer Games since the Paralympics began in 1960, and a growing presence at the Winter Games with record performances at Sochi 2014 and PyeongChang 2018.

The BPA's new strategy which will be launched after the Summer Games looks to set a long-term direction for the BPA by both reflecting on those near-term challenges and pressures and looking further ahead, setting ambitions for a ten-year period. It aims to build on the success of the last two Paralympic Games cycles where the BPA has focused not only on supporting success on the field of play but in inspiring social change off it.

**Vision** Through sport, inspire a better world for disabled people.

**Mission** To enable world-leading performance at the Paralympic Games and to drive positive, sustainable change in UK society, with athletes at the heart of everything we do.

**Values** Excellence, respect and integrity.

**Objectives** 1. To continue to deliver a "best prepared" approach to Games leadership, preparation and delivery of ParalympicsGB at the Summer and Winter Paralympic Games.

2. To use the positive power of ParalympicsGB athletes to inspire social change.

Our new strategy builds on our success, particularly since 2012, and much of what we will do is an evolution of our current priorities:

- Our primary focus will remain games excellence and readiness and we will continue to ensure that games delivery is driven by and focused on athletes – their experience and their performance.
- We will continue to play a leadership role internationally in the growth and evolution of the Paralympic movement.
- We will continue to provide leadership across the sport landscape working in partnership with our membership, UK Sport and other high performance system partners.
- We will foster long-term partnerships with corporate partners and funders.

This new strategy builds on these strengths and describes our increased ambition and opportunity in three main areas:

- We want to plan for Games success over the long-term.
- Increase our ambition for social impact.
- And be even more athlete-centred, as we commit to put athletes at the heart of everything we do.

The BPA is a charity (no. 802385), and company limited by guarantee (no. 2370578). Its office address is 101 New Cavendish Street, London, W1W 6XH.

The Board comprises six member representatives elected by the Voting Members, and four appointed non-executive directors. The organisation has around 35 full time employees (more at Games time) including CEO, Mike Sharrock, who joined in late 2018.

For more detailed information about the BPA, the staff team and our existing Board members, please visit our website [www.paralympics.org.uk](http://www.paralympics.org.uk).

## Role description

<b>Title</b>	Chair of the Board of the British Paralympic Association (BPA) incorporating the roles of President and Chair of the National Paralympic Committee (NPC).
<b>Reports to</b>	The Board.
<b>Term</b>	The appointment is for a three-year term, and a further four year term may be served. The term will start on 1 December 2021. A board meeting and strategy away day is planned for 15/16 December 2021 in central London.
<b>Remuneration</b>	The role is voluntary. Travel and other reasonable expenses will be reimbursed.
<b>Location</b>	The BPA is based at 101 New Cavendish Street, London, W1W 6XH. Board meetings will take place in London and virtually. Other meetings can take place anywhere in the country. Some foreign travel will also be necessary.

## BPA Chair duties

Duties include but are not limited to:

### ***Meeting/ event attendance***

- Chairing each of the five board meetings per annum plus the annual strategy away day, which is usually linked to a Board meeting.
- Attendance at relevant sub committees (as appropriate and to be agreed).
- Chairing the National Paralympic Committee (held twice a year).
- Regular engagement with the CEO.
- Stakeholder engagement (UK Sport, EIS, BOA, DCMS, IPC and other NPCs).
- Attendance at IPC events.
- Attendance at The Paralympic Games
- Other events, as required, to increase awareness/ profile of the BPA.

### ***Organisation leadership***

- Actively leading in setting the BPA's strategic direction and its aims and objectives, in accordance with its values.
- Support, monitor and review the operational delivery work of the CEO.
- Optimise the relationship between the Board, the CEO and the BPA's staff.
- Contribute to effective decision making, information sharing processes and positive group dynamics.

### ***Strategic planning and development***

- Review the performance of the BPA's CEO and their senior management team in meeting agreed strategy, goals and objectives.

- Lead the Board in monitoring the reporting of performance including progress against the operational/ business plan.
- Lead regular and constructive challenge and review of the BPA's strategy.
- Use specific skills, knowledge or experience to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives.

### ***Communication and representation***

- Be an ambassador for the BPA both in the UK and internationally.
- Strengthen and build relationships with members as well as existing and new stakeholders in the UK and internationally.
- Act as a champion/ advocate of the BPA's vision, values and mission at all times, safeguarding the good name of the BPA and Paralympic sport.
- Be committed to proactively valuing diversity and equality of opportunity.

### ***Finance and income generation***

- Lead the Board in demonstrating due skill, care and good faith in exercising fiduciary responsibility with the aim of ensuring financial stability of the BPA.
- Scrutinise reports from the Finance and Audit Committee and be satisfied that the integrity of financial information, financial controls and systems of risk management are robust, fit for purpose and defensible.

### ***Governance responsibilities***

- Lead the Board in ensuring that the activities, policy and practices of the BPA are in keeping with its objects, as defined in its Articles, that it functions effectively and fulfils its governance responsibilities.
- In liaison with the CEO and Company Secretary ensure that appropriate and relevant meeting agendas are set.
- Lead the Board in exercising its responsibilities and functions, ensuring effective discussion/ scrutiny of board papers and that decisions taken by the Board are implemented.
- Working with the Nomination Committee, recruit Directors/Trustees as required.
- Conduct annual reviews with individual Board members as well as Board self-assessments and review.

### ***Other***

- Take part in reflection, learning and development sessions as necessary.
- Fulfil such other duties and assignments as may be required from time to time in consultation with the wider Board, CEO and Executive Team.

### **NPC President duties**

Key to this role, in line with International Paralympic Committee (IPC) regulations is the requirement for the NPC Chair to also adopt the role of President at the summer and winter Paralympic Games. The Presidents role includes:

- Ambassadorial duties.
- Acting as Head of Delegation throughout the Games, ultimately responsible for the BPA's presence and governance.

- Engaging at a senior level with the IPC, NPCs and other international dignitaries in pursuit of the BPA's international relations agenda.

The President qualifies for an OCOG accreditation that allows for a number of key privileges.

### **Director duties**

In accordance with the Companies Act all Directors, including the Chair, also have a statutory duty to:

- Act within powers set out in the company's memorandum of association.
- Promote success of the company.
- Exercise independent judgement.
- Exercise reasonable care, skill and diligence, and act honestly at all times.
- Avoid conflicts of interest.
- Not accept benefits from third parties.
- Declare interests in proposed transactions or arrangements.

### **Trustee duties**

BPA Board members are also charity trustees and therefore in accordance with the Charities Act have a statutory duty to:

- Ensure the charity is carrying out its purposes for the public benefit.
- Comply with charity law requirements and other laws that apply to the charity.

*'The essential trustee: what you need to know, what you need to do'* explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

## **Person specification**

All applicants for the role of Chair of the Board of the BPA should demonstrate how they meet the following criteria:

### **Essential criteria**

- Proven track record of Board level, strategic leadership in sport, business or public service.
- Previous experience of Chairing a Board of Directors/ Trustees.
- Excellent communication and presentational skills. Comfortable in the media spotlight.
- An inclusive, inspirational and consultative leader with gravitas, authority, credibility and strong external stakeholder management and relationship building skills.
- A commitment to evidence-based practice and an ability to provide informed challenge and drive value.
- A commitment to improving the lives of disabled people as well as equality and diversity more broadly.
- A commitment to creating the best performance environment possible for our athletes and to using their fantastic performances to inspire change in society.
- An ability to commit the required time to the role and travel as necessary to fulfil the duties of the role.

### **Desirable criteria**

- A keen interest in sport/ Paralympic sport.
- Demonstrable involvement in the governance and/or delivery of sport in the UK.
- Experience of the Paralympic Movement in the UK and/ or internationally.
- Financial, commercial and fundraising experience and expertise.
- Charity management/ leadership experience and expertise.
- Experience of social change programmes.



## The recruitment process

### How to apply

All applicants are asked to submit the following:

- A CV no longer than two pages of A4.
- A supporting statement/ cover letter explaining why you are interested in this role and detailing how you meet the skills we are seeking. We recommend that this is no longer than two pages.
- A completed, optional Equality and Diversity Monitoring Form.

Please send these to [Adrian.Stockman@paralympics.org.uk](mailto:Adrian.Stockman@paralympics.org.uk). Please put 'Chair Appointment' in the Subject line.

### Timeline

- The closing date for all applications is midday on Friday 24 September 2021.
- Short listed candidates will be notified by Thursday 30 September 2021.
- First interviews will take place in London on Monday 4 October 2021.
- Second interviews, if required, will take place on Friday 8 October 2021.

Interviews will be carried out by the Chair Nomination Group acting on behalf of the Board of Trustees. This is chaired by Chris Brown, Independent NED and has the following members: David Ross and Kate Adams, Independent NEDS; Anne Wafula Strike and Helen Rowbotham, Elected Directors; and Mark Draisey, nominated by the members of the National Paralympic Committee.

### Contact us

Please contact us if you wish to have an informal discussion about the role/ organisation or if you have any other questions to help you decide whether to apply.

You can contact:

- Chris Brown – [mrchristopher.j.brown@gmail.com](mailto:mrchristopher.j.brown@gmail.com)
- Adrian Stockman, Company Secretary – [Adrian.Stockman@paralympics.org.uk](mailto:Adrian.Stockman@paralympics.org.uk)

### Commitment to equality and diversity

The BPA welcomes applications from everyone, however it also has a strong commitment to achieving greater diversity on its Board, including but not limited to gender parity, ethnic diversity and disability. The BPA therefore particularly encourages applications from women, disabled people and individuals from ethnically diverse communities.

If you would like a confidential discussion regarding any reasonable adjustments during the recruitment process, please indicate this in your covering letter.