



Executive Board – Inclusion, Diversity and HR Director

Position: Executive Board – Inclusion, Diversity and HR Director

Responsible to: Board of the English Volleyball Association Ltd.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association's Expenses Claim Policy.

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.
2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long-term performance of the Company and in particular the areas of her/his own portfolio of responsibility.
3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.
4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director's Obligations

5. In particular the Director shall:
 - 5.1. Attend all Board meetings called during the year, unless prevented by exceptional circumstances;
 - 5.2. Attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary;
 - 5.3. Act as a member of such Sub Groups of the Board as the Board shall decide, attending all meetings of such Sub Groups unless prevented by exceptional circumstances;
 - 5.4. Place on the agenda for meetings of the Board or Board Sub Groups of the Board any matter relating to the Company's business, which the Director considers should be discussed.



Board Obligations

6. The Director will:

- 6.1. Ensure that the decisions of the Board are fully, promptly and properly carried out;
- 6.2. Challenge and contribute to the development of strategy constructively;
- 6.3. Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- 6.4. Satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
- 6.5. Ensure that s/he is consulted upon and participates in succession planning;
- 6.6. Ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;
- 6.7. Ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;
- 6.8. Ensure that s/he fully understands:
 - the business of the Company and its services,
 - the sport and territories in which the Company operates;
 - the roles of staff in the Company;
 - the Company's organisation, structure and methods of working;
- 6.9. Ensure that s/he understands the views of major funding partners, stakeholders and sponsors;
- 6.10. Insist on a comprehensive, formal and tailored induction;
- 6.11. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
- 6.12. Ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the President, for circulation to the Board, with regard to any such concerns.



Personal Obligations

7. The Director will:

- 7.1. Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;
- 7.2. Obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the President, who shall promptly report such request to the Board;
- 7.3. Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Commission/Committee discussion of the matter;
- 7.4. Accept such outside appointments as shall be agreed by the Board:
 - to be compatible with the Company's demands on the Director's time, and
 - not to be detrimental to the interests of the Company.

Portfolio Responsibilities; There are two areas of responsibility;

- a. Inclusion and Diversity and**
- b. Human Resources**

The Inclusion and Diversity portfolio holder will be to develop, implement and monitor programs that promote **inclusion and diversity** within the company. This role is responsible for creating and fostering an open and inclusive organisation.

8. The Director will:

- 8.1. Be the Inclusion and Diversity 'Champion' on the Board
- 8.2. Working with the SMT to develop, monitor and review the Diversity Strategy, designed to ensure membership, staff and volunteers understand their legislative duties in this area
- 8.3. To work with the SMT and HUB team to ensure the development of policies and programs to attract, retain and promote a diverse workforce and opportunities across the whole organisation
- 8.4. To support and develop training opportunities to educate employees and members on how to recognise, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting company business and governance objectives



- 8.5. To ensure that everyone has equal access to services offered by Volleyball England
- 8.6. Working with the HUB team to ensure all projects and programmes are well researched and apply and promote diversity and sharing best practice;
- 8.7. To ensure as an organisation we provide advice, guidance and support on equality and diversity issues;
- 8.8. Maintaining an up-to-date knowledge of anti-discriminatory legislation and translating equality legislation into practice to ensure Volleyball England meet statutory requirements;
- 8.9. To measure the effectiveness of the Inclusion and Diversity Strategy and prepare quarterly reports for the board on the value of projects and programmes.

Portfolio Responsibilities – HR

The HR portfolio holder will be responsible for providing advice and guidance to management on strategic staffing issues, supporting the development and implementation of programs and policies as they apply to employee relations, compensation, benefits, safety, performance and staffing levels.

- 8.10. To work with the SMT, and particularly the COO in relation to staffing needs of the organisation
- 8.11. Work with the SMT to support the development and implementation of the HR strategies in line with the business plan and staff handbook. To ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organisation, as and when they occur
- 8.12. To ensure all HR policies and procedures are up to date and legally compliant
- 8.13. Support the Board and SMT to develop a Succession Plan for both Board, Key Volunteers and staff.
- 8.14. Support the SMT with occupational health referrals, any performance or grievance issues in a legally compliant and professional way.
- 8.15. Work with the SMT to develop training needs analysis and support the implementation of a training plan for Board, staff and key volunteers.
- 8.16. Support the SMT to develop, implement and monitor a Performance Management Strategy, this will include appraisals and a Reward and Recognition Strategy



8.17. Support the recruitment of new staff and Board members as part of the Nominations Committee.

Person Specification

Applicants for the position of Inclusion, Diversity and HR Director of the English Volleyball Association Ltd should meet the following personal specifications.

Membership:

- For the purposes of this voluntary position, the person appointed is required to be a member of the Company as defined in the Articles of Association.

Key skills, experience and qualifications required:

- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running and developing a business or working on a Board or similar forums at a senior level, in a commercial, academic, voluntary or public-sector context
- A sound working knowledge of sport and the public and private sectors
- Ability to build and maintain strong, transparent relationships with key stakeholders, partners, members
- Ability to support, challenge and manage a relationship with other Directors, Sub Group Members and Staff
- Have a proven track record in leading a diversity and inclusion agenda
- Ability to build and engage with extensive networks of diverse members
- Sound knowledge Equality Act 2010 and good practice initiatives
- HR management experience and degree equivalent
- Strong working knowledge of employment law issues and the ability to apply these to a variety of situations using a pragmatic and common-sense approach

Behavioural competencies and qualities required-

- Have a commitment to the purpose, mission, and values of Volleyball England
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
- To act morally and ethically in accordance with the values of Volleyball England
- To avoid conflicts of interest
- To understand the need to base decisions on what is good for Volleyball England
- To accept accountability for group decisions so that the Board of Directors speaks with one voice
- To dedicate sufficient time each week to your board work for a term of four (4) years
- To be able to maintain confidentiality
- A willingness to take direction and advice from the Board



- To maintain a strategic perspective, vision and ability to work positively within a team
- Takes responsibility for your own actions and visibly supports the SMT and their agenda
- Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outcomes
- Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
- To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
- Drive and commitment and the ability to demonstrate this to others
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to the sport and the Company
- Dynamic, enthusiastic and energetic
- Resilience and ability to make things happen
- A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
- A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.