



### Role description

Chair- The Mintridge Foundation

ROLE DETAILS	
POST	Chair of The Mintridge Foundation
REPORTS TO	The Mintridge Foundation Board
TERM OF OFFICE	3 years
LOCATION	Hybrid: In Person Board Meetings and Online Meetings
SALARY	Voluntary – expenses paid where directly related to the work of the Mintridge Foundation

#### Overview:

The Mintridge Foundation is a registered charity that wants every young person to have a **positive relationship with sport** by harnessing the unique platform of sporting role models far beyond their medals. We believe that through sport, young people can **connect, excel, and thrive**. As the prime advocate and leading figure for The Mintridge Foundation, a UK-wide charity (with Patrons, Clare Balding CBE & Alice Arnold), the Chair holds a pivotal role.

In sport, there are great expectations around role models, and we see this as an incredible opportunity to make positive outcomes. Olympians, Paralympians, and other sports stars (Mintridge Ambassadors) deliver holistic sports provision in schools, clubs, and colleges across the UK for young people from all walks of life, of all abilities and physical capabilities.

#### Equality, Diversity, and Inclusion:

The Mintridge Foundation is committed to creating a culture that celebrates diversity and offers an inclusive environment for everyone.

#### Role Purpose:

As the prime advocate and leading figure for The Mintridge Foundation, a UK-wide charity, the Chair holds a pivotal role. The overarching objective is to oversee, lead and actively contribute to the substantial and sustainable growth of the Foundation. This involves not only promoting and advocating for the Trust but also embodying its vision, values, and performance.

The Chair is entrusted with providing strong leadership to the Trust Board, ensuring it effectively fulfils its key functions. Collaboration with the CEO is integral, involving support, advice, and strategic shaping at Trust Board meetings. The focus is on maintaining a strategic, effective, and robust approach, safeguarding the Foundation's future.

## **Key Responsibilities:**

- To lead the Board
- Chair effective and productive Board meetings at least 4 times a year.
- Create a purposeful agenda, in collaboration with the Chief Executive Officer, and determine the order of the agenda.
- Ensure the Board receives accurate, timely and clear information.
- Keep track of the contribution of the individual trustees and ensure that trustees are involved in discussions and decision making.
- Promote an open and inclusive dialogue among the trustees, directing discussions towards the emergence of a consensus view and summing up discussions so that everyone understands what has been agreed.
- Take a proactive management approach to Conflicts of Interest within the Board.
- Take a leading role in determining the structure and composition of the Board and its skills and wider development.
- Carry out regular reviews of the overall size of the Board, including the balance between executive and non-executive trustees. Ensure the Board has the appropriate balance of skills, experience, diversity, independence, and knowledge.
- Oversee the performance of the CEO including formally meeting with the CEO on a bi-monthly basis to discuss and review progress with operational and strategic plans, and to discuss emerging issues.
- Carry out annual performance appraisal of individual Board trustees and the CEO.
- Assist the CEO in recruiting Board trustees.
- Ensure effective communication with stakeholders.

## **Requirements of the Role:**

The Chair's responsibilities encompass several critical areas:

- Upholding the Trust's Vision: Furthering and championing the Trust's vision, mission, values, and goals.
- Strategic Direction: Collaborating with the Board to set the strategic direction, including key performance indicator (KPI) setting and performance monitoring.
- Mission Advancement: Working proactively with Trustees, staff, Ambassadors, Partners, and supporters to advance the mission of inspiring young people into sport for well-being.
- Leadership and Governance: Mentoring, coaching, and maintaining regular contact with the CEO, along with leading effective governance and developing Trustees and the Board.
- Board Collaboration: Building an effective, collaborative, and dynamic Trust Board with the necessary skill set.

## **Ideal Chair Profile:**

Our ideal Chair possesses experience, knowledge, or skills in some, if not all, of the following:

- Third Sector Leadership: Previous experience as a Chair or Trustee in the third sector.
- Business Strategic Planning: Senior business strategy and leadership expertise.
- Agile Organisation Understanding: Understanding of working in a small, agile, entrepreneurial organisation.
- Passion for Development: A passion and lived experience in sports development, young people, education, and community.
- Fundraising and Networking Skills: Fundraising, networking, communications, and ambassadorial skills and experience.

**Term of Office:**

The Chair is appointed by the Trust Board for a term of three years. Upon completion of the term, the Chair has the option to either step down or seek re-election.

**Expenses:**

While the role is voluntary, the Chair is entitled to claim reasonable travel expenses incurred.

**Meetings:**

- The Chair is expected to attend and lead all quarterly Board meetings. In the Chair's absence, the Vice-Chair will preside over the meeting.
- The Chair will be invited to participate in ad hoc community events throughout the year to promote our work and champion our cause.
- Attendance at sub-committees is necessary only if the Chair is a committee member or wishes to observe the committee's proceedings.

We seek an exceptional inspiring Chair with abundant emotional intelligence, robust leadership experience, and an evident passion for sports, ready to contribute to an organisation dedicated to turbo-boosting young people's development and opportunities to thrive.

**The Application Process**

The Mintridge Foundation is committed to safeguarding and promoting the welfare of all children, expecting this commitment to be shared by all staff, Trustees, Ambassadors, Partners, volunteers, and supporters. The successful candidate will undergo an enhanced DBS check.

**How to apply**

To apply, please send your CV and cover letter to [info@mintridge.org.uk](mailto:info@mintridge.org.uk)  
For an informal and exploratory conversation please also contact [info@mintridge.org.uk](mailto:info@mintridge.org.uk)

Please ensure that your letter sets out; Your interest in joining us, and how your skills and experience match the needs of the role.

**Closing Date for Applications:** 5pm 20<sup>th</sup> May 2024

**Interview Date:** 3<sup>rd</sup> June 2024