

NON EXECUTIVE CHAIR - ROLE DESCRIPTION



Who We Are

Some space. A ball. Your mates. A game.
Your team. A competition. Maybe a trophy or two.
Work hard. Develop skills. Get selected. Represent your nation.
Volunteer time. Pick up a whistle. Make a difference.
We are England Touch. Pick up a ball and play!

The England Touch Association (ETA) is a National Governing Body (NGB) for the sport of Touch (also referred to as Touch Rugby or Touch Football) in England. We are Sport England recognised and affiliated to the global governing body of Touch, the Federation of International Touch (FIT). The ETA has evolved from a committee of volunteers into a not-for-profit company limited by guarantee with an accountable board of Directors, a Senior Executive, a developing paid workforce of employees and an extremely loyal base of volunteers.

Our Vision

Our Purpose is to govern the sport of Touch.

Our Vision is to grow a more accessible, inclusive and enjoyable game, which delivers positive outcomes for physical, mental and social well-being.

Our Vision is achieved by:

- Growing the Game (increasing participation in playing, coaching, refereeing and volunteering)
- Developing the Sport (governing and developing participation from grassroots to elite level)
- Evolving as an organisation (expanding our infrastructure with a strong focus on Equity, Diversity and Inclusivity, as well as ensuring that Environmental Sustainability is also at the forefront of our thinking)

Our Vision is delivered through:

- Education (schools, colleges, universities and our educational courses and qualifications)
- Clubs (supporting club activity and engagement at all levels within our game)
- Competition (creating inclusive, diverse and accessible offers across wide ranging demographics)

Why Do We Need You?

The role of the Non Executive Chair is to provide leadership and direction to the Board, enabling them to fulfil the responsibilities for the overall governance and strategic direction of the organisation. You will represent the sport and the governing body both nationally and internationally and help to drive the ETA's ambition to be a sport for all. You will help the organisation to set its Vision, Mission and Strategy and provide a check and challenge of the Executive Officers.

The board meets 4-5 times per year with the Executive team to review performance, identify issues and opportunities and discuss other pertinent matters around governance, finance, appointments and standards of conduct.

Along with the Non-Executive Directors, the Chair will act in an advisory capacity to the Board of Directors and Executive Management team by bringing a breadth of business and management knowledge and experience for the benefit of the ETA and the sport of Touch.

What You'll Do

The overall responsibilities of the Chair are:

- Providing leadership to the Board in understanding and executing their role;
- Planning, chairing, and facilitating board meetings to set the agendas and plan the annual cycle meetings;
- Working with the appointed CEO and other Executive Board members to ensure that there is a common understanding of the vision, mission, strategic objectives and strategic priorities by the Board, staff, volunteers and other key stakeholders;
- Ensuring the flow of information to Non-Executive Directors is effective and appropriate and that decisions that are taken at board meetings are implemented;
- Working with the appointed CEO and other Executive Board members to ensure that there is a common understanding of the vision, mission, strategic objectives and strategic priorities by the Board, staff, volunteers and other key stakeholders;
- Constructively review, challenge and make creative contribution in the development and implementations of the Association's strategy;
- Scrutinise executive activity and monitor the ETA's performance in meeting agreed goals and objectives;
- Acting as an ambassador, representative or spokesperson for the organisation at appropriate events, meetings or functions;
- Ensure robust processes are in place and adhered to;
- Contribute to the sub-committee's of the board as required.
- Acting as the final stage adjudicator for disciplinary and grievance procedures if required.

Who You Are

Qualifications:

- At least two years Board or Senior Management experience and/or on committees or working groups.
- Experience in Chairing a Board and/or committees.

Skills:

- A strategic thinker capable of challenging others and contributing to the ETA's growth and success.
- A proven track record of execution of strategy at a senior level
- An understanding of governance and an ability to appreciate the legal and regulatory framework that the ETA operates within and the responsibilities and liabilities of directors.
- An independent mindset capable of being objective and focused on the long term success of the organisation.
- To act as an ambassador for the organisation and champion the sport of Touch.
- Strong communication and interpersonal skills.
- The time, energy and resilience to be able to understand the organisation, the NGB market, regulatory environment, competition and challenges.
- Able to work collaboratively with other board members and stakeholders.
- Understanding of the importance of diversity and inclusion to ensure equitable representation and opportunities with the organisation and wider sport.

What Can We Offer You

- Opportunity to utilise and develop your portfolio of skills and experience.
- Gain valuable hands-on experience in an NGB, which is also a sporting not-for-profit organisation.
- Training and development opportunities (induction, role-specific training, workforce development training, internal IT systems training, CPD courses and conferences).
- *#OneEngland* Workforce Induction Pack, on-boarding session with Line Manager and access to an ETA email address and shared Google Drive.
- Inclusion in the *#OneEngland* Workforce Recognition Scheme (as agreed by the sub-committee of the Board).
- Membership of the ETA (including access to discounts, savings and offers (e.g. AON Plus Scheme): <https://www.EnglandTouch.org.uk/play/membership/benefits/>)
- One England Workforce Kit Allowance.

Role Details

Department	BOARD OF DIRECTORS
Supported by	THE BOARD AND CEO
Supporting	N/A
Hours	AVERAGE TWO DAY PER MONTH
Role Duration	2 YEARS FIXED TERM, UP FOR RE-APPOINTMENT AT END OF TERM
Expenses	Pre-approved and allowable expenses (travel, accommodation, etc) will be reimbursed upon completion of the standard expenses form to Finance
Location	Work from home and various other locations as required

Our Commitment to Equity, Diversity & Inclusion

At England Touch, everyone is welcome!

You don't have to be sporty to be part of our community. What matters to us is that we have talented, enthusiastic and experienced people working with us who can help deliver our strategic outcomes.

Our dedication to inclusivity means that we actively welcome and support differences regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We recognise that the diversity of our people is a source of strength and are taking positive steps to ensure that everyone involved in our game can bring their full selves, own unique experiences and perspectives. Together we can ensure that England Touch remains a welcoming and inclusive community for all!

If you need reasonable adjustments made to the recruitment process, please mention this during your application so we can advise and support you.

Note: All employees and volunteers hold a duty and commitment to observing ETA's Diversity, Equality and Inclusion policy and procedures at all times:

https://www.Englandtouch.org.uk/media/1902/210124_equality-diversity-and-inclusion-policy.pdf

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Our Values

<p>We are Inclusive</p> <p>We are committed to making our sport accessible to all by actively promoting and providing opportunities for widespread participation</p>	<p>We are Transparent</p> <p>Transparency underpins our sport. We prioritise openness, ethics and the highest standards on and off the field, through honesty, integrity and fair play</p>	<p>We are Ambitious</p> <p>We are driven to succeed in our sport. We will not limit our goals or imagination and aim for ambitious goals, pushing boundaries ourselves and the game</p>
<p>We are United</p> <p>Success in our sport is achieved by working together. We inspire unity and collaboration, operating as one team, with common goals and shared values</p>	<p>We are Respectful</p> <p>This is the basis of our sport. We promote respect for players, coaches, referees, volunteers and all others involved in our game at every level</p>	<p>We are England Touch</p> 

How to Apply: To apply for this position, please send a CV and covering letter to Alison Devlin ETA Company Secretary at secretary@englandtouch.org.uk by 23:59hrs on Sunday 23 March 2025.

Appointment Process: Applications for the Chair Role will be put forward to the Annual General Meeting on 27 April 2025 and voted on by members.

For more information on this role, contact:

Tim Loveridge, Chair, e: chair@englandtouch.org.uk

England Touch Association:

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Lyme Regis

DT7 3NB

w: www.englandtouch.org.uk

Instagram / Facebook / X: [@englandtouch](https://www.instagram.com/englandtouch)

LinkedIn: www.linkedin.com/company/englandtouch