

# Non-Executive Director

<b>Term</b>	Four years (with an option to serve an additional term of four years)
<b>Remuneration</b>	Voluntary with reimbursement of travel and other reasonable expenses
<b>Location</b>	Meetings take place either virtually or at British Triathlon's Head Office in Loughborough but also in other parts of Great Britain from time to time.  British Triathlon ("BTF") is based at Michael Pearson East, 1 Oakwood Drive, Loughborough, LE11 3FQ.

## Position Overview

### Purpose

To provide non-executive strategic leadership for the BTF Strategy.

### Key areas of responsibility

The Non-Executive Director is responsible for:

- contributing fully to BTF Board discussion and activity across the whole strategy;
- providing non-executive leadership to the executive team on relevant strategies, with a focus on Age Group and Digital;
- reporting to and advising the BTF Board, in particular on matters relating to Age Group and Digital;
- chairing the BTF Age Group Committee and liaising with relevant post holders on International Committees.

### What we ask from you

BTF Directors are expected to prepare for and attend all Board meetings called during the year, unless prevented by exceptional circumstances. The Board normally meets four times a year with meetings lasting approximately three hours. Meetings take place either virtually or in Loughborough but also in other parts of Great Britain from time to time. Additional Board meetings are convened on a needs basis and often take place virtually and tend to last one hour and be in the evening.

In addition, BTF Directors are expected to act as a member of such Committees of the Board as the Board reasonably requests. The post holder is expected to prepare for and attending all meetings of such Committees, unless prevented by exceptional circumstances.

On average, the role is likely to require one day a month of your time.

### **About you**

We are looking for a BTF Non-Executive Director who can demonstrate exceptional knowledge and experience in two (or more) of the following areas:

- a proven track record of success as a key organisational player, significantly involved in delivering strategic outcomes within the private, public, or voluntary sector;
- a background in Digital with experience at both operational and strategic levels;
- a strong appreciation of Age Group triathlon, ideally as an Age Group athlete (past or present);
- strong experience in non-executive roles;
- a sound working knowledge of sport and the impact of sport in society.

In addition, we would expect all candidates to be able to demonstrate:

- alignment with the British Triathlon organisational values, which are:
  - Inclusive;
  - People Centred;
  - Ambitious;
  - Do What's Right;
- an inclusive, friendly and approachable leadership style, including a commitment to promoting diversity and inclusion;
- good communication and listening skills;
- the ability to think strategically, act with integrity, and exercise independent judgement;
- the ability and willingness to develop effective, sustainable partnerships, and in particular to support, challenge, and manage relationships with other Directors, the Executive Management Team, committee members and staff;
- a willingness to devote the necessary time and effort to the role, and to be available to relevant staff for advice and enquiries on an ad hoc basis;
- a commitment to the development of an organisational culture which supports and embeds welfare and safeguarding across all organisational activity;
- a commitment to developing an understanding of welfare and safeguarding, including other integrity issues (for example anti-doping), within the sports organisation context.

Prior board experience is not essential. We believe our Board should be from a diverse range of backgrounds, skills, and experiences. We will provide support and develop new BTF Directors with the ambition, talent, and commitment to enable us in our goals.

### **General Duties**

The main responsibility of the Board is the overall governance and strategic direction of British Triathlon. The Board is responsible for developing its aims and objectives, in accordance with its values and in line with legal and regulatory requirements. In particular, a BTF Director is required to:

- act in the best interests of BTF with honesty and good faith towards its members, employees, partners, funding agencies, and the communities within which BTF operates;
- use such personal and professional skills together with such contacts, experience and judgment as they may possess, with integrity and independence to optimise both the short and long-term performance of BTF, and in particular the areas of their own portfolio of responsibility;
- play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions;
- ensure that the objectives of BTF, as agreed by the Board, are fully, promptly and properly carried out;
- conduct themselves in a manner consistent with all legal obligations placed on Company Directors by law, and BTF's Memorandum and Articles of Association;
- act in accordance with BTF's Commercial Ethics policy, including avoiding conflicts of interest, and declaring relevant business interests, gifts, and hospitality;
- attend all Board meetings called during the year;
- attend the Annual General Meeting and such other extraordinary General Meetings as may be necessary;
- act as a member of such Committees of the Board as the Board reasonably requests;
- act as a champion of the British Triathlon Values.

If you're inspired and excited about working with British Triathlon, we'd love to hear from you.