

# **Gymnastics Northern Ireland Candidate Brief Pack Management Committee Member**

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Gymnastics Northern Ireland is an equal opportunities employer and aims to provide a discrimination-free working environment for volunteers and staff. We are committed to an action plan and policy in line with the Equality Act 2010, which ensures that no applicant or employee receives less favourable treatment because of a protected characteristic.

## 1. An Overview

Gymnastics in Northern Ireland is enjoying a period of success: participation is rising, membership is increasing, and our gymnasts are winning medals on a national and international level. Gymnastics Northern Ireland exist to work in collaboration with British Gymnastics to sustain, promote, encourage and develop the sport of gymnastics.

Gymnastics disciplines include, Acrobatic Gymnastics, Aerobic Gymnastics, Men's Artistic Gymnastics, Rhythmic Gymnastics, Team Gym, Trampoline, Double Mini Tramp, Tumbling, and Women's Artistic Gymnastics. Gymnastics for All (GFA) encompasses a wide range of recreational activities, competitions and festivals including Freestyle Gymnastics.

Breath-taking to watch and exciting to perform, gymnastics has something to offer everyone. Performance gymnasts demonstrate amazing skill, exceptional strength and great courage however Gymnastics is a sport that offers everyone a fun, social and exhilarating activity regardless of age.

## 2. About Us

Gymnastics Northern Ireland is the representative body for gymnastics in Northern Ireland – previously known as the 'Northern Ireland Amateur Gymnastics Association'. Gymnastics Northern Ireland act as the strategic arm for gymnastics in Northern Ireland, as governed by the national Governing Body; British Gymnastics.

Gymnastics Northern Ireland is the home country board with 70 affiliated Gymnastics Clubs, over 1,000 active coaches, over 18,000 participants and an incalculable number of dedicated volunteers across Northern Ireland.

Gymnastics Northern Ireland's aims are:

- To seek the affiliation to Gymnastics Northern Ireland of all Gymnastics Clubs and related organisations in Northern Ireland.
- Promote and organise championships and competitions at a local level
- Promote facilitating the attendance of suitably qualified gymnasts at national and international competitions
- Promote courses for coaches, judges, volunteers and gymnasts within Northern Ireland

Working closely in partnership with British Gymnastics, Gymnastics Northern Ireland lead on competitions, performance pathways, squad selection for international representation and supporting the implementation of the Northern Ireland Work Plan. British Gymnastics role in Northern Ireland is to support the clubs and partners, educate coaches and judges, demonstrate a duty of care, provide a safe environment and to promote the sport.

The Northern Ireland Gymnastics work plan for the period 2017-2021 consists of 4 areas of focus:

- Gymnastics Northern Ireland to have a remit that clearly adds value
- Performance Pathway in NI is attractive and aligned with British Gymnastics' pathway
- Enable delivery partners to grow Participation
- Increase Competition/festival opportunities in targeted programmes

### **3. Gymnastics Northern Ireland Management Committee**

Gymnastics Northern Ireland is currently governed by a Management Committee that delegate's responsibility to the Discipline Specific Technical Committees for the control and development of their own particular activities. The Joint Technical Committee acts as a channel for these technical committees to work together and cohesively develop the sport. All committees are comprised of volunteers.

The disciplines involved under the Gymnastics Northern Ireland umbrella are:

- Acrobatic Gymnastics
- Disability Gymnastics
- General Gymnastics
- Men's Artistic Gymnastics
- Rhythmic Gymnastics
- Trampoline, Double Mini Tramp & Tumbling
- Women's Artistic Gymnastics

The Management Committee has joint responsibility for the performance of gymnastics across Northern Ireland, focusing primarily on strategy, performance, risk and people. The Gymnastics Northern Ireland Board is seeking to recruit a diverse range of skills, experience and professional acumen which will oversee the growth and success of gymnastics in Northern Ireland.

### **4. Role and Responsibilities**

Management Committee Members (MCMs) are required, as members of the GNI Committee, to take responsibility for four key areas:

#### **Strategy**

Management Committee Members develop the Strategy for GNI, setting the vision, priorities, objectives and values, and ensuring that they are implemented and challenged. Working with British Gymnastics, Committee Members will ensure that the necessary human and financial resources are in place to meet its objectives.

### **Performance**

Management Committee Members should scrutinise/ monitor their performance against their agreed priorities and objectives and report regularly on progress to the Gymnastics Community in Northern Ireland.

### **Risk**

Management Committee Members should provide leadership of GNI ensuring risks are assessed and managed. Committee Members should satisfy themselves on the integrity of financial information including ensuring the GNI accounts are presented as a true and fair reflection of its financial performance. Financial controls and systems of risk management should be robust, defensible and monitored regularly and rigorously.

### **People**

Management Committee Members should be aware of the interests of all stakeholders and should have a prime role in monitoring the performance and governance of the Technical Committees. The GNI Committee has overall responsibility for the Selection and Appeals sub-committee for regional, national and International representation.

### **Specific Skills**

Gymnastics Northern Ireland (GNI) are in a transition period and are looking to modernise the board. An exciting opportunity exists for committee members who can offer guidance, support, expertise and an objective perspective in the key areas of responsibility including; strategy, performance, risk and people. Gymnastics Northern Ireland will be looking to recruit three committee members in the first instance who can bring fresh ideas and perspectives on the following; finance, duty of care, & marketing and communications. It is important the candidates understand the value of diversity within the sport, particularly at board level and in the workplace.

### Terms and Conditions:

Remuneration:	£250 per annum
Term of Appointment:	A period of 4 years with the opportunity for this to be extended for a second 4-year term.
Time commitment:	Up to 6 meetings per year and ad-hoc communications where necessary with various stakeholders
Location of meeting:	Normally Greater Belfast Area

## 5. Application and Selection Process

The application and selection process for a Management Committee Member is as follows: -

Where the Management Committee needs to fill a particular skills gap or under representation, then the recruitment drive will focus on these areas, whilst ensuring that the recruitment process is open and fair to all potential applicants.

Applicants, once in receipt of this Information Pack, should send their C.V., covering letter and completed Skills and Experience Audit Form to the email address provided in section 6. Assistance can be provided to prospective applicants to assist them with this process. All those who apply for the vacancy will have an eligibility check to ensure that they meet the criteria necessary to be appointed to the Board.

All applicants who satisfy this requirement will be short-listed by the Nominations and Selection Panel comprising of; Gymnastics Northern Ireland Chair, Gymnastics Northern Ireland Technical Committee Representative, British Gymnastics Northern Ireland Area Manager and British Gymnastics Community Services Director. The panel will take into account any skills gap or under-representation on the Board.

All those who meet the eligibility criteria will be interviewed by the Nominations and Selection Panel who will determine which of the applicants have the skills and knowledge to fulfil the role. Successful candidates will be recommended for appointment by the Board at its next meeting.

## 6. How to Apply

To apply candidates should complete the following and submit via email to [mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org):

- A covering letter highlighting your motivation for the position and relevant experience
- An up to date curriculum vitae
- The skills and experience audit form (see appendix 2)

Closing date for applications is: Monday 29<sup>th</sup> July, 12noon

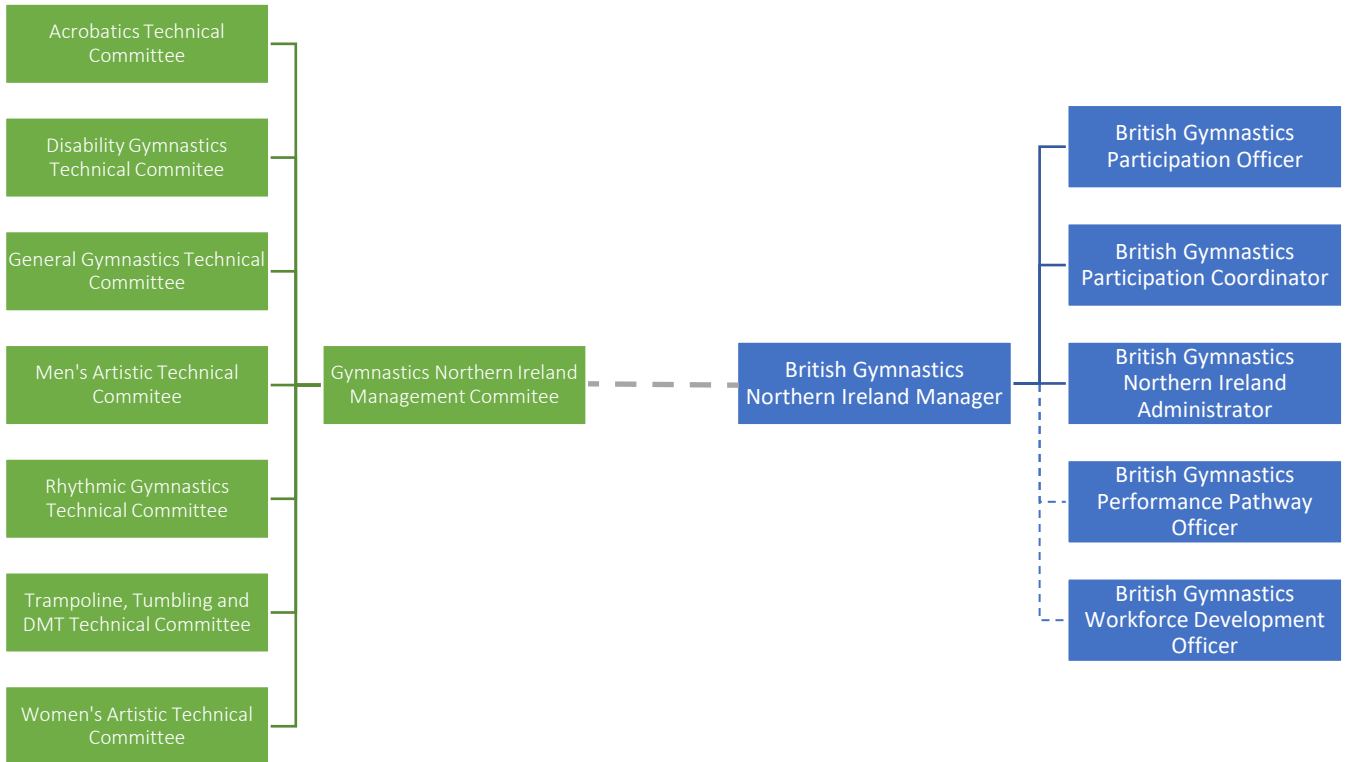
Interview date is: Monday 5<sup>th</sup> & Tuesday 6<sup>th</sup> August 2019

## 7. Appendices

Appendix 1: Northern Ireland Structure

Appendix 2: Skills and Experience Audit form

## Appendix One: Northern Ireland Structure



Appendix Two: Skills and Experience Audit Form

**Skills and Experience Audit Form**

Name: \_\_\_\_\_

Skills/Knowledge/Experience Rating

(please tick box which best describes your skills/knowledge/experience of the relevant area)

Discipline	Measure	5	4	3	2	1
Board of Directors Experience	Experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies					
Strategic Planning	Experience in business/corporate planning for public sector, private sector or not-for-profit boards.					
Leadership	Experience serving as a Committee Chair, or in other positions of leadership.					
Technical Knowledge	Understanding and knowledge of considerations and issues associated with gymnastics in particular athlete development, coach development, club development, volunteer development and competition.					
Financial Management	Understanding of financial operational management and the proper application of internal controls for public sector, private sector or not-for-profit boards. Experience of investment policies of not-for-profit boards.					
Compliance and Standards	Knowledge of issues faced within HR, Safeguarding and Health and Safety					
Stakeholder Engagement	Ability to build effective partnerships with government, local authority, commercial and business partners.					
Commercial, Marketing and Communications	Commercial, marketing and communications expertise in the corporate sector.					
Risk Management	Ability to identify and manage risks at Board level.					
Technology	Understanding and knowledge of current and new information systems.					

Key:

- 5 = High level specialist knowledge
- 4 = Well informed
- 3 = Reasonable level of knowledge
- 2 = Basic understanding
- 1 = Little or no knowledge/experience