

## JOB DESCRIPTION

<b>Job Title:</b>	Non-Executive Director: Governance and Legal	<b>Reports to:</b>	
<b>Department:</b>	Elusen Hoci Cymru Charity Trustee	<b>Hours:</b>	1-6 hours a month
<b>Direct Reports:</b>	N/A		
<b>Salary:</b>	Voluntary	<b>Annual Leave:</b>	N/A
<b>Location:</b>	Hockey Wales Sport Wales National Centre Sophia Gardens Cardiff, South Wales, remote is available	<b>Other Benefits:</b>	

### Introduction:

Here is an exciting opportunity for you to showcase your skills, passion, and network as you begin to influence the startup of the Elusen Hoci Cymru Charity. The charity aims to support communities in Wales to develop a healthier, more sustainable future through the power of sport and the passion of our Hockey Family. Over time the charity will prosper allowing more people to have more access to hockey more frequently across Wales, enabling the charity to meet its objectives whilst benefiting the communities of Wales.

### The Main Purpose of this role:

You will support the charity by shaping the strategy and guiding the staff to ensure the objectives of the charity are met. This will be achieved through your openness to engage the charity with your network, share your experiences, and direct staff to appropriate resources when required.

### Time Commitment

Quarterly meetings (2-3hrs), plus pre-reading time. We also have working groups to focus on priority projects (approx. 1 hour a month).

## Key Priorities and Deliverables:

- Ensure that the charity pursues its stated charitable objects as defined in the Constitution, by establishing a clear vision, set of values, and strategy, and ensuring that there is a common understanding of these by Non-Executive Directors, staff, and all stakeholders.
- Ensure that operational plans and budgets support the objectives, vision, and strategy.
- Ensure there is a regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- Uphold the good name and values of the organisation.
- Ensure that Non-Executive Directors have an agreed code of conduct and comply with it and that there are mechanisms for the removal of Non-Executive Directors who do not abide by the principles stated therein.
- Provide your knowledge, experiences, and contacts to ensure the charity staff can meet targets and goals set out in the strategy.
- Ensure that the organisation acts by employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and charitable objects, and reflects the diversity of its stakeholders.

## Person Specification

### Your Skills:

- Great communication skills - *Exceptional communication skills, both written and verbal. Ability to connect people and organisations.*
- Time management – *Able to manage the responsibilities of a Non-Executive Director as well as any additional personal responsibilities.*
- Ability to learn quickly – *Willing to learn new skills or information to support the role where required.*
- Independent and motivated individual – *Able to work independently and remain on track without external prompts, whilst also knowing when to ask for support.*
- Team working - *Ability to guide and support other Non-Executive Directors and within working groups.*

### Your Experience and Knowledge:

#### Essential

- Qualified Solicitor or extensive legal experience and knowledge.
- Experience and knowledge in charity law and governance.

#### Desirable

- Knowledge of the sporting landscape.
- Understand and know the legal challenges that might arise with the charity.

### Your Qualities:

- Teamwork
- Integrity, honesty & respect
- Decisive, positive, and solution-focused.
- Innovative and creative
- Passionate, inspirational, and motivational
- Respects confidentiality