



**RECRUITMENT PACK**

# **Chair of the Board of Trustees**

# Key details

Detail	Information
Job title	Chair of the Board of Trustees
Remuneration	£8,000 per annum (plus reasonable expenses)
Tenure	Fixed term of three years, with a maximum of three terms of three years served subject to Board agreement.  All trustees undergo an annual evaluation assessing their continued suitability to meet the requirements of the role.

## How to apply

Apply at: <https://apply.workable.com/cimspa/>

## Who to contact

### Kay Simnett

Chief Operating Officer

[kay.simnett@cimspa.co.uk](mailto:kay.simnett@cimspa.co.uk)

### Manos Kapterian

Senior Independent Trustee

[manos@kapterian.com](mailto:manos@kapterian.com)

## Key dates

- The closing date for applications is on **18<sup>th</sup> August 2025** at **9am**.
- The provisional interview date for in-person interviews at SportPark, Loughborough University is **3<sup>rd</sup> September 2025**.

## An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

# About CIMSPA

The Chartered Institute for the Management of Sport and Physical Activity is the UK's sole Chartered Institute dedicated to the professional development of the sport and physical activity workforce.

CIMSPA champions the professional recognition, growth and impact of a vibrant sector workforce and the contribution that they directly make to the nation's health, wellbeing, social cohesion and economic prosperity. We are Sport England's leading workforce systems partner.

## Strategic Vision & System Interventions

Under our 2024–2030 Strategy, aptly titled [Releasing the Power of our Profession](#), we build on the foundation of six system interventions designed to develop professional recognition, standards, expand access to careers and ensure a sustainable and inclusive workforce :

- Local Skills Delivery – Aligning local training supply with skills demand.
- Training Academy and Education Ecosystem – Launching a quality-assured Training Academy to guide professionals to accredited learning.
- Careers Support – Expanding our Careers Hub and job board to increase recruitment, retention, and diversity.
- Business Support Hub – Assisting small and growing employers.
- Workforce Governance – Introducing governance frameworks and working toward a national workforce registration model .
- Workforce Observatory – Developing research-led insights to anticipate and respond to sector needs.

These interventions form a cohesive blueprint for cultivating a workforce that's recognised, skilled, diverse and well-governed.



# CIMSPA

### National Workforce Snapshot

- 586,000 paid roles (as of end-2022), supported by 3 million+ paid and volunteer coaches .
- 29% work within both sport sector and occupation;
- 18% coach in non-sport sectors (e.g., schools);
- 40% in non-sport roles within the industry (e.g., finance, catering);
- The sector remains younger, stronger in male representation, and less diverse than the UK labour market:
  - 30% aged 16–24, 24% aged 25–34 – approximately three times the national average.
  - 54% male vs 46% female (UK avg. 52:48).
  - Ethnicity: 87% White compared to 85% UK average.
  - Disability: 9% disclose a disability vs 15% UK average.

These metrics reinforce the need for CIMSPA's targeted strategy interventions to diversify entry points and progression opportunities, ensuring people from all backgrounds can see sport and physical activity as a long-term, professional career.

### Why CIMSPA Matters

- We endorse and quality-assure education, are the custodians of the sectors professional standards, issue professional status and lead continuing professional development.
- Our work, such as the Training Academy, Careers Hub, Workforce Observatory, and Governance Framework are not aspirations, but ongoing realities driving sector change.
- In collaboration with Sport England, Innovate UK, NGBs, training providers, employers, and government, we are embedding sport and physical activity into broader policy agendas concerning health, inclusion, and regional skills planning.



**CIMSPA**

## Join the Board of Trustees of CIMSPA

By becoming Chair of our Board of Trustees, you will be instrumental in steering these system-wide interventions, driving the professionalisation of a transformative workforce of almost 600,000 employees and millions of volunteers. You'll help create fairer, more diverse career pathways, advance the sector's reputation and secure sustainable impact on national wellbeing. This is a unique opportunity to influence future skills, governance and equity across a vital UK sector.

You can find out more about CIMSPA and our work on our website: [www.cimspa.co.uk](http://www.cimspa.co.uk)



**CIMSPA**

# About this role

This is a crucial and exciting time for CIMSPA as we continue to build our profile as the professional body for the sport and physical activity sector.

Our current Chair is stepping down after a long tenure, having led us through a period of significant growth as an organisation. We are looking for an exceptional individual who can take over the mantle and steer CIMSPA as we gain momentum with our strategy implementation whilst remaining able to adapt to external trends and challenges in an innovative way.

We are looking for someone who shares our unwavering commitment to our vision and to ensuring the professional recognition, development and sustainability of the sport and physical activity workforce.

In-depth knowledge of our sector is not essential. However, you must be an inspirational leader and a strategic thinker, with significant experience of maintaining high standards of governance and of navigating complex systems. You will thrive on engendering a culture of mutual trust, accountability and collaboration, and will have high standards of personal integrity.

## CIMSPA's Governance

The Board of Trustees is the ultimate decision-making body within CIMSPA. It is responsible for setting the strategic direction of the organisation and for providing exemplary leadership. You can find out more about the Board of Trustees [here](#).

Our Board is supported by a range of committees with delegated authority, with membership comprising of trustees and other individuals appointed for their expertise and / or experience in their respective fields. You can find out more about our governance structure [here](#).

"Chairing CIMSPA provides a unique opportunity to positively impact how sport and physical activity are delivered across the UK."

Marc Woods, current Chair of the Board of Trustees

# The Role of the Chair

- Ensure that CIMSPA pursues its objects as defined in its Charter and Statutes, whilst complying with charity law, company law, other relevant legislation/regulations and the principles of good governance.
  - Direct the development and delivery of CIMSPA's vision and strategy, ensuring the Board retains effective oversight of this at all times.
  - Provide leadership and direction to the Board of Trustees, enabling the Board to fulfil its duty to drive the successful overall governance and strategic direction of CIMSPA.
  - Work in partnership with the CEO and support the CIMSPA executive team, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees, employees and stakeholders.
  - Create an equitable, inclusive and effective environment for Board meetings that is underpinned by CIMSPA's values of teamwork, quality and respect, and promote a culture of openness and debate amongst the Board.
  - Facilitate the Board of Trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making, utilising individuals' experiential and cognitive diversity.
  - Support the Board to regularly review CIMSPA's priority risks and provide advice and counsel to CIMSPA, ensuring that appropriate measures are in place to ensure the organisation can take advantage of available opportunities whilst ensuring that risk is managed.
  - Liaise regularly with the Treasurer to maintain oversight and control of CIMSPA's financial position, and to ensure full and timely financial transparency and information disclosure to the Board.
  - Appraise and constructively guide the performance of the CEO, acting as a critical friend and sounding board.
  - Ensure that the performance of individual trustees, and the Board of Trustees as a whole, is regularly reviewed and that any areas for improvement are identified and addressed.
  - Represent CIMSPA as a champion, spokesperson and advocate at appropriate events, at all times demonstrating the values and behaviours of CIMSPA and acting in line with the Board of Trustees' Code of Conduct.
- Further guidance about the key duties of a Trustee as outlined by the Charity Commission for England and Wales can be found [here](#).

# Person specification

## Essential skills, knowledge and experience

All candidates will be expected to demonstrate that they meet the following criteria to a high standard:

- A commitment to CIMSPA's vision, mission and values, and to enhancing the professional recognition of the sector's workforce.
- Experience of chairing a board or equivalent, or of excelling in a CEO role, with a strong track record of steering a high-performing organisation to success.
- Experience of developing the strategy for an organisation and for ensuring that the organisation's performance against the strategy is scrutinised and challenged to ensure maximum demonstrable impact.
- The ability to lead strategic decision-making and planning at an organisation-wide level, identifying and assessing opportunities and challenges as they relate to CIMSPA.
- Knowledge of the governance and compliance requirements for a charity, a charitable company, a royal chartered company and / or a regulator.
- The ability to build and sustain a culture of trust, collaboration and transparency, both internally and externally.
- Experience of influencing a wide range of stakeholders and of building strong professional relationships.

- Proven interpersonal and communication skills, with the ability to inspire and to act as an ambassador for the organisation.
- A clear, ongoing commitment to Equality, Diversity and Inclusion, and a demonstrable track record of putting this into practice.

## Desirable skills, knowledge and experience

- Understanding of the key challenges and opportunities facing the sport and physical activity sector and its workforce.
- The ability to 'horizon scan' to identify potential opportunities and challenges for CIMSPA.
- An in-depth understanding of financial management and oversight, and the ability to ensure that an organisation's financial position is understood and monitored.
- Experience of scrutinising organisational risks and an understanding of effective risk management practices.
- Knowledge of what robust internal processes and controls should look like, and experience of implementing these.
- Understanding of the national and regional political landscape, and having the contacts / opportunities to lobby on behalf of CIMSPA and the sector.



# Time commitment

Once the Chair has completed their induction and handover process, we estimate that the role will require a commitment of the equivalent of two days per month, spread across the month.

Board meetings normally take place five times per calendar year, with a mixture of in-person and virtual meetings. The Chair is required to attend each of these meetings. In addition, the role includes (but is not limited to) the following:

- Preparation for Board meetings, including agreeing the agenda.
  - Contact with trustees or with relevant CIMSPA staff outside of Board meetings as necessary. This includes holding annual one-to-one meetings with each Trustee (virtual).
  - Weekly meetings with the CEO (virtual).
  - Chairing CIMSPA's AGM. In the event of an extra-ordinary general meeting, the Chair will also be required to chair this.
  - Attendance at Trustee inductions (usually virtual).
  - Where possible, attendance at the annual CIMSPA conference.
  - Occasional attendance at other events on behalf of CIMSPA.
- All trustees, including the Chair, are normally expected to be a Chair or member of one or more sub-committees. Our current Chair of the Board is also Chair of our Nominations Committee and our Remuneration Committee. Additional meetings will be required linked to these responsibilities.
  - Availability in the event of an emergency to support CIMSPA, the Board and the executive team as required.

# CIMSPA behaviours

## Be able to demonstrate CIMSPA behaviours in all areas of work

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### We care

- Sensitivity: attuned to the needs of others.
  - Welcoming: make others feel welcome through patience, respect and kindness.
  - Encouraging: supports others and nurtures their development.
  - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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### We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
  - Change: able to adapt to and make changes.
  - Progression: can facilitate steps to achieve progression.
  - Inventive: uses resources flexibly.
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### We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
  - Approachable: being available, listening and having an affinity with others.
  - Confidence: poise; demeanour; control; capable; articulation; grace.
  - Reflective awareness: think critically leading to self- improvement.
  - Self-management: reflective behaviour allowing you to improve performance.
  - Awareness of others: ability to influence others.
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### We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
  - Interactive: communicates effectively.
  - Energetic: passionate; enthusiastic; positive.
  - Sociable: amenable; approachable; interacts.
  - Motivational: encourages others to achieve goals.
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### We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
  - Solutions not problems.
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# Working with CIMSPA

- Everyone deserves a great team environment.
- Everyone deserves to feel that what they're doing is making a difference.
- Everyone deserves to be valued and trusted and to be allowed to learn and grow in their role.

## **This is our aim at CIMSPA.**

We take our culture and our people's well-being seriously.

We believe in our people and are committed to providing a stable, positive and supportive environment. In our view, healthy and happy team members are better equipped to do their best work and more importantly, enjoy their lives inside and outside the organisation.

## **What you can expect:**

- A comprehensive induction
- Relevant personal development opportunities
- The opportunity to lead a diverse, engaged and knowledgeable Board
- The knowledge that you are making a positive difference to the sport and physical activity sector's workforce.





**The Chartered Institute for the  
Management of Sport and Physical Activity**

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