



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

Manos Kapterian

Senior Independent Trustee

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Key dates

- The closing date for applications is on **4th September 2025** at **9am**.
- The provisional interview date for in-person interviews at SportPark, Loughborough University is **16th 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.

CIMSPA is recruiting for a Chair of its Board of Trustees

Lead the strategic direction of a sector that matters and is integral to the health and wellbeing of the nation, to economic growth, and to supporting vibrant, inclusive communities.

CIMSPA, the Chartered Institute for the Management of Sport and Physical Activity, is the UK's professional body for the sport and physical activity workforce. We champion and support the sector by developing professional standards, building a recognised system of professional status, and ensuring the workforce has the credibility and recognition it deserves. As Chair of the Board of Trustees, you will have the opportunity to shape the future of this vital sector, leading CIMSPA at a pivotal moment of growth, transformation, and national impact.

The sport and physical activity sector is increasingly recognised as central to the UK's ambitions around health, wellbeing, education, productivity, and social cohesion. With growing expectations on the sector to contribute to health-condition prevention, rehabilitation, and long-term community development, CIMSPA plays a critical role in ensuring the workforce is properly trained, professionally recognised, and strategically deployed.

Your leadership will be instrumental in guiding this vision forward.



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Why this role matters

We are seeking an exceptional individual to provide visionary leadership to our Board of Trustees. The Chair will shape and oversee the strategic direction of CIMSPA, working closely with the Chief Executive Officer to guide the institute through an ambitious phase of growth and innovation.

You will serve as a key figurehead for the sector, representing CIMSPA with credibility and influence to government departments, national agencies, sector partners, and other key stakeholders. The Chair will help navigate the evolving needs of our sector, lead the Board in fulfilling its responsibilities, and ensure that CIMSPA continues to serve as a beacon of professionalism across the UK.

This is an exciting time to join CIMSPA because our impact has never been greater.

Through collaborative partnerships, sector-wide initiatives, and data-led workforce planning, we are helping to shape the future of sport and physical activity in the UK. As Chair, you will be at the heart of this momentum.



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What you'll gain

This role offers more than governance. It is an opportunity to lead change and leave a legacy. As Chair, you will:

- Play a key role in transforming how the UK's sport and physical activity workforce is recognised and supported
- Help steer a nationally influential organisation at a time of expansion and strategic opportunity
- Be part of the sector's future approach to workforce governance and regulation
- Contribute to shaping government and sector policy on health, workforce development, and community wellbeing
- Work alongside a talented executive and trustee team committed to excellence and public value
- Gain deep insights into a unique and impactful part of the UK's health and social infrastructure



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Your leadership profile

We are looking for a Chair who brings:

- Significant experience at board level, either as a Chair or senior non-executive director, preferably within the public, private, health, or third sectors
- A strong grasp of charity governance and the ability to uphold the highest standards of accountability and transparency
- Proven ability to lead strategic discussions, support board development, and work constructively with a CEO and senior leadership team
- Excellent stakeholder management and influencing skills, with a track record of working with government, regulators, and diverse communities
- A personal commitment to inclusion, equity, and the professional development of others
- Deep appreciation for the power of sport and physical activity to transform lives and strengthen communities

We are especially keen to hear from individuals with expertise in digital innovation, commercial strategy, legal/regulatory oversight, health policy, or physical activity leadership. We also actively encourage applications from those with lived experience that reflects the diverse communities we serve.



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Chair of the Board of Trustee's responsibilities

The Chair's role is to lead the Board of Trustees to ensure CIMSPA delivers its charitable objectives and strategic goals. Key responsibilities include:

- Providing effective leadership to the Board and the wider organisation
- Ensuring clarity of purpose, setting and reviewing strategic objectives, and evaluating performance
- Holding the Chief Executive to account for the delivery of strategic aims and operational plans
- Ensuring robust risk management, financial integrity, and compliance with CIMSPA's Charter and Statutes, as well as charity, regulatory and legal requirements
- Creating a positive and inclusive board culture that encourages rigorous debate, collective decision-making, and continuous development
- Representing CIMSPA externally, enhancing our influence and building trust with national stakeholders
- Supporting the ongoing development of trustee skills, succession planning, and governance best practice
- Supporting the Board to regularly review CIMSPA's priority risks and providing advice and counsel to CIMSPA Executive Team.
- Liaising regularly with the Treasurer to maintain oversight of CIMSPA's financial position, ensuring full and timely financial transparency to the Board.



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- Appraising and constructively guiding the performance of the CEO, acting as a critical friend and sounding board.

As Chair, you will play a vital role in ensuring that the Board functions effectively, that trustees are properly supported and developed, and that our governance model evolves in line with the growing demands on the organisation.

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



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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 relationships.
- Proven interpersonal and communication skills, with the ability to act as an ambassador for the organisation.



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- 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.



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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 each 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 as necessary. This includes holding annual one-to-one meetings with each Trustee (virtual).
- Weekly meetings with the CEO (virtual).
- Chairing CIMSPA's AGM, and if necessary, an extra-ordinary general meeting.
- Attendance at Trustee inductions (usually virtual).
- Where possible, attendance at the annual CIMSPA conference and other events.
- 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 to fulfil these responsibilities.
- Availability in the event of an emergency to support CIMSPA, the Board and the Executive team as required.



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About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector. As the only chartered institute for workforce in our sector, we hold a unique position of trust and responsibility to raise standards, create clearer pathways, and enhance the credibility and consistency of the workforce.

We work in partnership with employers, national bodies, training providers, awarding organisations and policy makers to shape a joined-up approach to workforce development. Our influence extends across education, health, employment and community development, enabling professionals working in the sector to have a greater impact on individual lives and national wellbeing.

Our vision is for a recognised, respected and inclusive sport and physical activity sector, powered by a professional workforce that enables people to lead more active, healthier lives.

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. We are a government recognised regulatory body.
- 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 national planning concerning health, inclusion, and regional skills planning.



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About Our Work

Strategic Vision and System Interventions

Under our 2024–2030 Strategy, **Releasing the Power of our Profession**, we build on the foundation of system interventions designed to develop professional recognition, standards, expand access to careers and ensure a sustainable and inclusive workforce:

- Local Skills Delivery – Aligning training supply with skills demand.
- Training Academy and Education Ecosystem – A quality-assured approach to guide professionals to accredited learning.
- Careers Support – Expanding our Careers Hub and small business support to increase recruitment, retention, and diversity.
- Workforce Governance – Introducing governance frameworks and working toward a national workforce registration model.
- Workforce Observatory – Developing research-led insights to respond to evolving sector needs.

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;
- 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 support and progression opportunities, ensuring people from all backgrounds can pursue their career activity as a long-term, professional career.



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CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

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.

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.

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.

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.

We are willing

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

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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