



**JOB DESCRIPTION – VOLUNTEER ROLE**

# **Chair – Scottish Workforce Professional Development Board**

# Key details

| Detail                    | Information  |
|---------------------------|--|
| <b>Job title</b>          | Chair – Scottish Workforce Professional Development Board (WPDB)   |
| <b>Responsible to</b>     | CIMSPA Associate Director – Standards and Regulation, and the Chair of the UK WPDB   |
| <b>Responsible for</b>    | Manging the board of volunteers  |
| <b>Commitment</b>         | <ul style="list-style-type: none"><li>• Preparation and attendance at a minimum of 3 x two-hour meetings per annum, normally virtual</li><li>• Preparation and attendance at UK WPDB meetings representing the Scottish WPDB</li></ul> |
| <b>Salary</b>             | Voluntary (reasonable expenses will be paid)   |
| <b>Board or committee</b> | Board  |
| <b>Tenure</b>             | Initial 12-month term (fixed term of no more than three years, with a maximum of three terms of three years served subject to re-appointment).   |

## How to apply

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

## Who to contact

### Colin Huffen

Associate Director – Standards and Regulation

[colin.huffen@cimspa.co.uk](mailto:colin.huffen@cimspa.co.uk)

### People & Culture

[peopleculture@cimspa.co.uk](mailto:peopleculture@cimspa.co.uk)

## Key dates

The closing date for applications is at **9am** on **Monday 1<sup>st</sup> December 2025**.

- We will shortlist all applicants within a week of the closing date and will be in touch regardless of the outcome.
- A first interview will be held in week commencing **Monday 8<sup>th</sup> December 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.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

# About CIMSPA

CIMSPA (the Chartered Institute for the Management of Sport and Physical Activity) is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

CIMSPA helps to nurture talent, develop careers, inspire professionalism and set clear regulatory standards for success, continuing the development of a modern, prosperous and respected sport and physical activity sector.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

## **Our vision**

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

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

We are seeking a new Chair for the Scottish Workforce Professional Development Board (WPDB). The group has been working for five years to deliver their skills plan for Scotland and is well established with 12 members from a variety of different stakeholders in Scotland, including employers, education providers and government agencies.

The UK WPDB is the lead on workforce policy, with a vision of growing the attractiveness of working in the sport and physical activity sector and of ensuring that all customers and consumers have a safe and excellent experience. The Scottish WPDB was established to ensure the successful delivery of UK-wide workforce policy and strategy within Scotland, reflecting the significant differences between each of the home nations in areas such as legal systems, education policy, funding, delivery infrastructure and career pathways. It has the flexibility to operate in line with the Scottish policies and priorities.

We are looking for an individual who understands the sector's workforce requirements within Scotland and has an ambitious view for what the future could look like. You will have a proven ability to drive strategic discussions around workforce policy, and to provide effective leadership to the rest of the Board.

# Role and Responsibilities

## The role of the Chair is to:

- Provide leadership and direction to the Scottish WPDB and enable the Board to fulfil its responsibilities.
- Ensure that the board pursues its objectives as defined in its terms of reference.
- Facilitate the board in direct, purposeful, strategic actions and decision making.
- Demonstrate the values and behaviours of CIMSPA in all undertakings of the role, acting at all times in line with the Board and Sub-committee Member Code of Conduct.

## The Chair's responsibilities include the following:

- Working with the Associate Director at CIMSPA to approve the annual cycle of board meetings and meeting agendas.
- Chairing and facilitating meetings, ensuring board decisions and actions are appropriately recorded during meetings and are executed.
- Creating an equitable, inclusive and effective environment for board meetings that is underpinned by CIMSPA's values of teamwork, quality and respect, and that promotes a culture of inclusion, openness and debate amongst the board; facilitating the effective contribution of all members and ensuring constructive relationships between members.
- Effectively managing discussions, agenda items and issues, ensuring sufficient time is given and used productively at sub-committee meetings.
- Working with the Associate Director at CIMSPA to track and monitor progress of the skills plan.
- Acting as the Scottish WPDB representative on the UK WPDB, ensuring Scotland-specific considerations are taken into account. Appraising the UK WPDB of the work of the Scottish WPDB, and ensuring the work of the Scottish WPDB is aligned to that of the UK WPDB
- Working with the Associate Director at CIMSPA to ensure that membership of the board is in line with its Terms of Reference, and that it has the relevant skills, experience and diversity to fulfil its duties
- Proactively managing conflicts of interests amongst the board members.
- Ensuring that the board is able to regularly review major risks and associated opportunities.
- Where appropriate, working collaboratively with other board and committee chairs.

# Person Specification

## Essential skills, knowledge and experience

- Empathetic leadership to support the development of strategic plans that fulfil the mission of the board.
- Understanding of the key challenges and opportunities facing the sport and physical activity sector and its workforce, particularly in Scotland
- Strategic thinker, able to identify development opportunities.
- Strong communicator with excellent stakeholder management skills.
- Proven interpersonal, communication and people skills, an objective and enquiring mind, and a positive attitude.
- Thinking creatively and strategically with skills to challenge, support and present views in a clear and concise manner.
- Communicating decisions and recommendations that can be easily and effectively interpreted and applied.
- Risk identification, reduction and management.
- 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.
- A clear, ongoing commitment to Equality, Diversity and Inclusion

# 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.

# Volunteering for CIMSPA

- Everyone deserves a great team environment.
- Everyone deserves to feel that their volunteering 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 volunteers' well-being seriously.

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

## **What you can expect:**

- Welcome pack and induction.
- Reimbursement of agreed expenses for your volunteering role
- Relevant personal development opportunities
- 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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