



## Herefordshire Cricket Board Recruitment

### Introduction:

Welcome to the Board recruitment information pack for **Herefordshire Cricket Board**.

We are delighted that you are interested in taking an influential role in promoting the development of cricket in the county. We hope you will find all the key information about the role that you need and how to make an application. It's role is to:

1. **Agree Herefordshire vision and Countywide plan** and ensure that the necessary financial and human resources are in place for the company to meet its objectives
2. **Provide leadership and expertise** within a framework of effective financial control that enables risk to be assessed and managed
3. **Set values and standards** and ensure that its obligations to its members and others are understood and met

Collectively, we need the right balance of skills, knowledge, experience, independence and diversity to reflect and meet the needs of cricket and the communities we serve. Board Directors should be able to demonstrate experience of some or all of the following: **change management, strategic planning, relationship management, executive performance review, finance, risk assessment and diversity/inclusion**.

We will undertake a thorough interview process and will appoint on merit, but we would particularly encourage and welcome applications from female candidates, applicants who identify as having a disability, candidates of Black, Asian or Ethnic Minority heritage or nationality.

Appendices A-D contain job descriptions and personal specifications for the roles of Chair and Board Member. If you would like further information after reading it or like to arrange an informal chat to discuss specific board roles please get in touch.

### Our Purpose:

The Board are responsible for the day to day running of the business of cricket, and its member organisations are responsible for delivering their elements of the County wide plan under the Cricket Partnership Agreement with the England and Wales Cricket Board. plan. The Cricket Board along with the Professional Staff and the countless volunteers are responsible for delivering the success of the plan which concludes in 2024.

Herefordshire Cricket must be recognised as the leading gender-neutral sport across the whole County, offering opportunities for inclusive participation for any level of ability through work with Clubs, Schools and Community Bodies. Herefordshire Cricket is the local governing body for the game. Together our team of professional officers and volunteers lead cricket locally. Herefordshire Cricket and it's various partner groups cover the broadest spectrum of cricketing activity including:



## **Schools Cricket**

Herefordshire Cricket aim to provide opportunities for school children to enjoy the many health and social benefits that cricket promotes. This is mainly achieved by the delivery of high quality coaching and upskilling of teachers through the Cricket Foundation Chance to Shine programme.

Herefordshire Cricket also provide these children with opportunities to compete within hard and softball competitions. By providing quality entry routes to the game Herefordshire Cricket aim to encourage children to start their cricketing voyage by becoming members of their local cricket clubs.

## **Club Development**

Herefordshire Cricket aim to support all affiliated clubs by offering a number of packages which cater to their needs. This will be prioritised through clubs who attend our Club Support Group meetings and the Marches League.

## **Workforce**

The workforce of cricket within Herefordshire includes coaches, umpires, scorers, groundsmen, volunteers and administrators of many of our clubs and partner groups. We aim to deliver high quality courses which cater for the demands of the workforce aiming to provide opportunities to upskill in order to best serve the cricketers of Herefordshire.

## **Your role**

As an independent board member you will provide objective input into the board decision-making process. You will help to define, protect and champion the vision, mission, values and reputation of the organisation. You will also ensure that the board's decisions take full consideration of the environment that it operates in and that those decisions are made in the best interest of the organisation. There are monthly meetings, plus some engagements and other inputs required. We recognise and respect that the time you will be giving up is precious and also that you will be giving it free, so we will always aim to be flexible and schedule meetings for times that best suit the Board jointly wherever possible.

Whilst we aim to use your time sparingly, please take a moment to consider the information fully. We ask that you give your ability to commit to the role serious consideration to fulfil your obligations to this role.

## **What can you expect to get out?**

We all know that leading an active lifestyle through a sport such as cricket or other physical activity helps to improve people's health and wellbeing. However, it also contributes to social cohesion and community safety, regeneration, lifelong learning, career opportunities and economic growth.



You will be at the heart of developing and expanding recreational cricket and taking particularly young people on that crucial journey of developing a life-long sporting habit. You will be responsible for supporting those already committed to sport activity in achieving their personal best. In the process of making that difference you will have the opportunity to enhance your career, grow your network, and/or make a valuable contribution in retirement.

### **How to apply?**

It is important that the fit is right for you and the organisation and as you will be spending some of your valuable time without pay, the experience needs to be enjoyable. We ask that you take a little time to include some details in a covering letter. Please include:

- Why you are interested in the role.
- Why you are passionate about cricket as well as sport and physical activity generally.
- The key reasons why you think you are suited to the role.
- Whether you only wish to be considered for a Board member or also the post of Chair.

### **Checklist for application.**

- Covering letter provided.
- Two referees and these will not be contacted until an offer is made
- Board Skills Matrix document to be downloaded, completed and submitted.
- Declaration of Interests Form to be downloaded completed and submitted. You will be asked to submit a signed hard copy if selected for interview

Email your application to HCB Secretary Dave Phillips [davecphillips@btinternet.com](mailto:davecphillips@btinternet.com)



## Appendix A

### Job Description - Chair

#### Objective

The Chair will hold the Board and Operations Director to account for the Cricket Board's mission and vision, providing inclusive leadership to the board, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Cricket Board. The Chair will also support, and, where appropriate, challenge the Operations Director and ensure that the board functions as a unit and works closely with the employees to achieve agreed objectives. He or she will act as an ambassador and the public face of the Cricket Board in partnership with the Operations Director.

#### Principal responsibilities

##### Strategic leadership

- Provide leadership to the board, ensuring that the board has maximum impact for its beneficiaries
- Ensure that Directors fulfil their duties and responsibilities for the effective governance of the Cricket Board.
- Ensure that the board operates within its objectives and provides a clear strategic direction for the board.
- Ensure that the board can regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the board fulfils its duties to ensure sound financial health, with systems in place to ensure financial accountability

##### Governance

- Ensure that the governance arrangements are working in the most effective way for the board
- Develop the knowledge and capability of the Board of Directors
- Encourage positive change where appropriate address and resolve any conflicts within the board
- Appraise the performance of the Directors and the board on an annual basis
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the board.



## **External Relations**

- Act as an ambassador for the organisation.
- Maintain close relationships with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the board at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

## **Efficiency and effectiveness**

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Directors are fully engaged and that decisions are taken in the best, long-term interests of the board and that the board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the board.
- Work closely with the Operations Director to give direction to board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the board
- Monitor those decisions taken at meetings are implemented.

## **Relationship with the Operations Director and the wider team**

- Establish and build a strong, effective and a constructive working relationship with the Operations Director, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Operations Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Operations Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Operations Director to maintain an overview of the Cricket Board's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Operations Director in consultation with other Directors
- Ensure that the Operations Director has the opportunity for professional development and has appropriate external professional support

## **Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.



The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Appendix B**

### **Board Member**

#### **Eligibility**

Board Members should ideally live or work within Herefordshire. However, we will consider applications from candidates outside of the county who do not feel that distance would impede their ability to meet their time commitments and who feel a strong association with Herefordshire.

#### **Remuneration**

This is a non-salaried position. Travel and other reasonable expenses can be reimbursed.

#### **Term of office**

Maximum of 3 x 3 years.

#### **Time Commitment**

As a minimum, attendance and preparation for:

- Monthly Board meetings
- Attendance at other meetings/ events / fixtures (diary permitting)
- Regular contact with the Chair and Operations Director of HCB.

### **Person Specification – Board member**

#### **Essential Experience**

You must be able to demonstrate one of the areas of expertise below:-

- CEO Management/Development
- Coaching
- Commercial/Income Generation
- Conflict resolution
- Cricket Club Development
- Decision making
- Digital
- Disability
- Equality, Diversity & Inclusion
- Elite/High Performance Sport
- Experience with the ECB/Cricket
- Financial Planning/Reporting
- Fundraising



- Governance
- Health and safety
- HR - performance, appraisal, reward/recognition (not legal)
- ICT/Systems
- Legal
- Marketing and communications
- Media/PR
- Meeting management
- Mentoring
- Membership run organisations
- Negotiating
- Networks - Commercial
- Networks - Cricket
- Networks - Education
- Networks - Political
- Networks - Sport
- Networks - Other
- Officiating
- Organisational Culture & People
- Participation in recreational sports
- Professional Facilities
- Property
- Recreational Facilities
- Safeguarding
- Sales
- Strategic Planning
- Volunteer Management

### **Personal Qualities**

- Public respect.
- Passion for cricket and other sports and physical activity.
- Independence.
- Influence and personal acumen.
- Objectivity.
- Discretion.

Well-connected (networks of influence).

### **The following appendices are supplied as separate documents.**

- Declaration of Interests Form.
- Declaration of Good Character
- Board Skills Matrix



Please refer to earlier 'How to apply' section for instructions on completion and submission of these documents.