

## JOB DESCRIPTION

<b>POST TITLE BJA:</b>	Chair to the Board of Directors
<b>DEPARTMENT:</b>	CEO Office
<b>REPORTS TO:</b>	Board
<b>DIRECT REPORTS:</b>	CEO
<b>ROLE GRADE:</b>	Director
<b>LOCATION:</b>	BJA Centre of Excellence, Walsall
<b>Key Relationships:</b>	CEO and Non Executive and Executive Directors; UK Sport, Sport England, British Olympics Association, British Paralympic Association, British Athletes Commission, Sports & Recreation Alliance

## SCOPE

The Chair will lead and hold the Board, CEO and Executive Team to account for the BJA's mission and vision, providing inclusive leadership to the Association and Board ensuring that each Board member fulfils their duties and responsibilities for the effective and robust governance of the BJA. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the BJA to achieve agreed objectives. He or she will act as an ambassador and the public face of the BJA in partnership with the Chief Executive.

## ACCOUNTABILITIES

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process and ensuring a focus on strategy, performance against the strategy, added-value and accountability
- Ensure that the Board meets its duties and responsibilities for the effective governance of the BJA, including a clear delegation of matters where appropriate
- Provide leadership to the BJA and its Board ensuring that the Board sets the overall strategic direction of the BJA
- Appraise the performance of the Board and its members on an annual basis and act on the outcomes
- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring he/she is held to account for achieving agreed strategic objectives
- Conduct an annual appraisal and remuneration review for the Chief Executive

## RESPONSIBILITIES and DUTIES

In addition to the key accountabilities for which the Chair of the Board is directly responsible and accountable, he/she shall also have the following responsibilities and duties:

### Strategic leadership

- Develop the BJA's strategic aims and objectives in accordance with its constitution in partnership with the Chief Executive
- Act as an ambassador for the BJA's strategic direction and promote its success
- Ensure effective communication to the BJA's members and stakeholders

### Governance

- Develop the knowledge and capability of the members of the Board
- Address and resolve any conflicts within the Board
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the BJA effectively
- Liaise with the senior independent director on appropriate agreed matters
- Work within any agreed policies adopted by the BJA
- Ensure that the Board is able to 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 of the BJA, with systems in place to ensure financial accountability
- Avoid having any significant personal financial conflict of interest and ensure that any other conflicts of interest at Board level are handled appropriately and in line with the BJA policy
- Ensure strong relationships with the BJA Council
- Lead the Board performance review and implement an appropriate action plan

### External Relations

- Act as an ambassador for the BJA
- Maintain close relationships with key members of the Government and with key influences such as the EJU and IJF
- Act as a spokesperson for the BJA when appropriate
- Represent the BJA at external functions, meetings and events
- Maintain close relationships with affiliated organisations such as AJA, BJC and BJJ

### Efficiency and effectiveness

- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of the BJA and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Board members
- Work closely with the Chief Executive to set the Board agendas and ensure that the Board meetings are well planned
- Monitor that decisions taken at Board meetings are acted on

### Relationship with the Chief Executive and the wider management team

- Support the Chief Executive, whilst respecting his/her executive responsibilities
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support
- Carrying out the annual appraisal of the CEO.

## VALUE & BEHAVIOURS

<i>Excellence</i>	Leads by example always seeking to improve personal performance and finds ways to champion the pursuit of excellence in others.
<i>Integrity</i>	Lives and upholds the highest standards of professionalism and ethics.
<i>Trust</i>	Generates trust in the method, creates an open and honest environment and is highly supportive of others.
<i>Respect</i>	Actively listens to the views and opinions of others and attends to what others need in order to perform.
<i>Unity</i>	Collegiate and collaborative creates shared goals and taps into what motivates those around them.

## CHAIR - PERSON SPECIFICATION

	Essential	Preferred
Demonstrate the highest standards of integrity and probity	X	
Able to demonstrate sufficient objectivity at all times	X	
Demonstrate a passion and commitment to the BJA, its strategic objectives and cause	X	
Personal gravitas to lead a significant national sports governing body	X	
Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role	X	
Demonstrate tact and diplomacy, with the ability to listen and engage effectively	X	
Ability to foster and promote a collaborative team environment	X	
Ability to commit the time necessary to conduct the role well, including travel and attending events out of standard office hours	X	
Experience of operating at a senior strategic leadership level within an organisation		X
Significant experience of chairing meetings ideally at Board level		X
Strong leadership skills, ability to motivate staff and volunteers and bring people together	X	
Experience of external representation, delivering presentations and managing multi-stakeholder organisations		X
Financial management expertise		X
Knowledge of the sport of judo at an administrative level together with a good understanding of performance		X
Good knowledge and experience of international sporting organisations	X	
Experience of operating at a senior strategic leadership level within an organisation	X	
Significant experience of chairing meetings and events	X	
Successful track record of achievement through their career		X
Experience of external representation, delivering presentations and managing multi-stakeholder organisations	X	

## 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.

Approximate time commitment for the Board to deliver this function is 60 days per annum.

Remuneration : £12,500

## Limits of Authority

Signed: (Post Holder) Date:

Signed: (CEO) Andrew Scoular Date:

## REQUIRED COMPETENCIES & BEHAVIOURS

Core Competency	Outcomes
<p><b>Self-Awareness and Management</b></p> <p><i>Definition:</i> Self-awareness is an understanding of your own emotions and 'how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.</p>	<ul style="list-style-type: none"> <li>• Understands the need to be strong and positive in the face of adversity but also recognises areas of one's own weaknesses and when to seek guidance and support.</li> <li>• Seeks feedback and considers it carefully.</li> <li>• Looks for appropriate opportunities to improve her/his areas of weakness.</li> <li>• Manages emotions so as to minimise negative impact on others.</li> <li>• Considers her/his approach at meetings to suit needs of others, rather than own preferences.</li> <li>• Demonstrates critical reflections of own practice and behaviour by regularly seeking feedback from athletes, peers and managers.</li> <li>• Highly self-motivated and able to work under her / his own direction to achieve stated objectives within the necessary timescales.</li> </ul>
<p><b>Leadership and Management</b></p> <p><i>Definition:</i> Leading, encouraging, inspiring and supporting others to develop confidence and capability to help them realise their full potential. Managing resources and holding others accountable</p>	<ul style="list-style-type: none"> <li>• Communicates and gains others' commitment to a compelling vision.</li> <li>• Provides positive leadership traits and able to inspire and influence colleagues.</li> <li>• Highly effective communicator both verbally and in written form.</li> <li>• Demonstrates personal integrity whilst dealing with colleagues and stakeholders</li> <li>• Able to actively listen and influence others</li> <li>• Challenges poor performances across all staff in a constructive manner.</li> <li>• Helps others to come up with their own answers.</li> <li>• Continuously seeking and / or encouraging others to seek opportunities for different and innovative approaches to addressing organisational problems and opportunities.</li> <li>• Ensures Health and Safety guidelines are adhered to, to mitigate risk within the Centre &amp; Programmes.</li> <li>• Analyses the long-term training needs in line with current and future business goals and requirements.</li> <li>• Facilitates the inputs of others and the importance of appropriate delegation.</li> <li>• Uses Performance Management tools to induct, manage, develop and evaluate staff performance: implement performance management system to ensure best practice.</li> </ul>
<p><b>Relationship Building and Team Working</b> - <i>Definition:</i> Building bonds with others to work collaboratively across organisational boundaries and using these to persuade or gain support to achieve positive outcomes and goals for British Judo.</p>	<ul style="list-style-type: none"> <li>• Demonstrates and role models collaborative team working through his/her integrity and behaviours.</li> <li>• Encourages positive and constructive collaboration between colleagues to create a strong team-working environment.</li> <li>• Learns to make first impressions count. Is friendly and optimistic with people s/he meets.</li> <li>• Identifies relationships that are not strong, meets the individual(s) concerned to establish why, and initiates actions to build the relationship(s).</li> <li>• Challenges others with respect and courtesy.</li> <li>• Creates new opportunities for individuals to work together, breaking down barriers that may get in the way of effective team working. Challenges others to do the same.</li> </ul>
<p><b>Innovation and Flexibility</b></p> <p><i>Definition:</i> The ability to formulate new ideas or to adapt or use existing ideas in a new or unexpected way to solve problems, and to think ahead to spot or create opportunities and maximise them.</p>	<ul style="list-style-type: none"> <li>• Is innovative, proactive and solution-minded.</li> <li>• Sets aside thinking time to come up with more creative ideas for getting things done.</li> <li>• Is prepared to consider major changes to processes and procedures if reasoned analysis shows benefits to be greater than costs.</li> <li>• Responds to new ideas by discussing why they might work instead of telling others why they won't work.</li> <li>• Asks colleagues to identify key factors that hinder performance, alternative ways to achieve results and use these to plan improvements.</li> <li>• Is willing to investigate options in depth, even when they are the ideas of others.</li> <li>• Works in a flexible and agile manner to meet the needs of the programme.</li> </ul>