



TABLE TENNIS ENGLAND ROLE DESCRIPTION & PERSON SPECIFICATION

NON-EXECUTIVE DIRECTORS

THREE POSITIONS (at least one of which will be an Independent Director)

Status: Voluntary, expenses in accordance with policy

Term of Office: 4 years

Time Commitment: 8-12 days per annum (including attendance at Board, sub-committee and other meetings and competition/events. This can include daytime, evening and weekend hours).

Table Tennis England is the National Governing Body for table tennis in England, affiliated to and recognised by the International Table Tennis Federation and the European Table Tennis Union. Its vision is that 'Everybody is talking about table tennis' and aspires to be recognised as a world leading National Governing Body, delivering a diverse and dynamic sport that transforms lives, connects communities, achieves excellence and inspires medal-winning performances.

Table tennis is going from strength to strength with the most recent pre-pandemic Active Lives survey identifying that some 450,000 people regularly play table tennis. The association is on a journey of transforming its governance and has a strong Board to implement this transition, ensuring that the membership is aligned with the vision.

The last 12 months has been challenging for all of society and sport in general has been badly affected. Recovery from the coronavirus pandemic is central to the short and medium-term strategy and this summer the Board will also be reviewing the longer-term strategy, currently called Mission 2025.

Three vacancies for Non-Executive Directors have arisen as three directors are coming to the end of their first four-year term. Directors are eligible to serve two four-year terms consecutively. The Board has agreed to advertise the roles and whilst the incumbents are able to apply, the Board would also like to encourage anyone who is interested to submit their application.

In accordance with the articles of association and the Code for Sport Governance, at least a quarter of the Directors on the Board must meet the criteria to be defined as 'Independent Directors'. At least one of the appointments will be for an Independent Director. The Board has agreed the following definition of independent:

Independent - a person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. This does not exclude a current member or player from being defined as independent which shall be at the discretion of the Nominations Committee taking all relevant factors into account. As a general rule a person who has an official function within a club or league or is an active coach or official would not be independent.

In accordance with article 20.1 of the Articles of Association 'A person other than the Chief Executive Officer holding a paid appointment with the Company or a person connected in any way with the manufacture, sale or endorsement of table tennis equipment or with consultation on such equipment may not be a director of the Company.'

ROLE DESCRIPTION:

Table Tennis England is a limited company and the Board comprises 12 Directors; the Chair, three Elected Directors, seven Appointed Directors and the Chief Executive Officer.

The Board is responsible for managing the business of Table Tennis England, working collaboratively with bodies such as National Council and the Members Advisory Group. It focuses primarily on strategy, governance, finance, risk, stakeholders and the oversight of the executive team which is led by the Chief Executive Officer. The Board is focussed on strategic leadership and not operational management. There are a number of Board sub-committees and all Directors are expected to sit on at least one sub-committee depending on their skills and experience.

A Non-Executive Director is a member of the Board who assumes the shared collective responsibility and fiduciary duty of the Board to determine and implement the company's strategy and policies. It is important that the Board is made up of individual directors with a varied and complementary skillset, knowledge, experience and competencies. The Board has a diverse range of skills, experience and professional acumen from the table tennis family and from industry and business. The Board regularly monitors its own members through the skills matrix which is reviewed annually. All eligible candidates are welcome, however specific areas of expertise are currently being sought and include:

- Finance – a chartered accountant or an individual with significant relevant financial experience and who will chair the Finance and Audit Committee
- Strategy and risk management
- Income generation – fundraising, sponsorship
- Health and Wellbeing - physical, mental
- Diversity, Equality and Inclusion – social impact
- Table Tennis – club development, coaching/coach education

All prospective candidates are strongly encouraged to review the documents provided in the attached Pre-appointment Information Pack. Current Board members are willing to speak to any prospective candidate and should you wish to have a confidential conversation please contact Vicky Wiegleb on victoria.wiegleb@tabletennisengland.co.uk who will make the arrangements.

PERSON SPECIFICATION/KEY SKILLS:

In addition to professional and/or table tennis skills and experience there are key personal attributes that directors must be able to evidence:

- Understanding of and commitment to the legal and regulatory duties of a director
- Understanding of and commitment to the highest standards of corporate and sports governance
- Highest standards of honesty, integrity and credibility
- a thorough knowledge of and commitment to Table Tennis England's mission, objectives and core values
- effective influencing and communication skills with the credibility to build trust and nurture strong relationships with internal and external stakeholders at all levels
- a knowledge of the structures, controls and politics of British and/or international sport
- the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately
- tact and diplomacy with the ability to listen and engage effectively
- the ability to work strategically as part of a team and to lead effectively in specific areas if required
- a willingness to participate in meetings, ask questions and take responsibility
- tolerance and consideration of different views
- a track record of acting in good faith and in the best interests of an organisation

- commitment to training and personal development

Training will be offered and undertaken both individually and collectively by the whole Board throughout the term of office.

KEY RESPONSIBILITIES:

All Directors are required to take collective responsibility for the business of the Board which includes strategy, governance, finance, risk, stakeholders and oversight of the executive staff. Directors do not come to the Board solely to represent a particular interest group or to advance a singular agenda.

The role of the Non-Executive Director is:

- to promote the highest standards of corporate and sport governance throughout Table Tennis England
- to make an effective contribution to the role of the Board in accordance with their legal and regulatory duties as a director
- to act as a representative and strong advocate of the work of Table Tennis England
- to promote a culture of openness, transparency and respect throughout Table Tennis England
- to ensure that Table Tennis England acts responsibly having due regard to its reputation and that, as a National Governing Body, it does the right thing in the right way for its members and wider stakeholders including participants, volunteers, partners and funders
- to ensure that Table Tennis England achieves its purposes in accordance with its articles and holds itself accountable to all its major stakeholders
- to uphold Table Tennis England's duty of care towards all participants, coaches, volunteers, officials and members of staff

All Directors are encouraged and expected to:

- initiate and develop contacts and communications with Leagues, Counties, Regions, clubs and individual members.
- attend a number of National Council, General Meetings, Regional/National conferences; member activities eg tournaments, webinars

Table Tennis England is an equal opportunities employer and welcome applications from all suitably qualified persons, regardless of their race, gender, disability, religion/belief, sexual orientation or age. A copy of the policy can be found on the Table Tennis England website

Applications:

Please submit your CV and a covering letter to hr@tabletennisengland.co.uk

For any questions about the role or to arrange a confidential discussion with either the Chief Executive Officer or a Board Director please contact victoria.wiegleb@tabletennisengland.co.uk

Applications close midnight **Wednesday 12th May 2021**

Interviews will be held **w/c 17th May 2021 and will be virtual**

Dates to note – it is hoped that the successful candidates will be able to attend a Board meeting on **Thursday 3rd June** and the virtual National Conference on **Saturday 5th June**