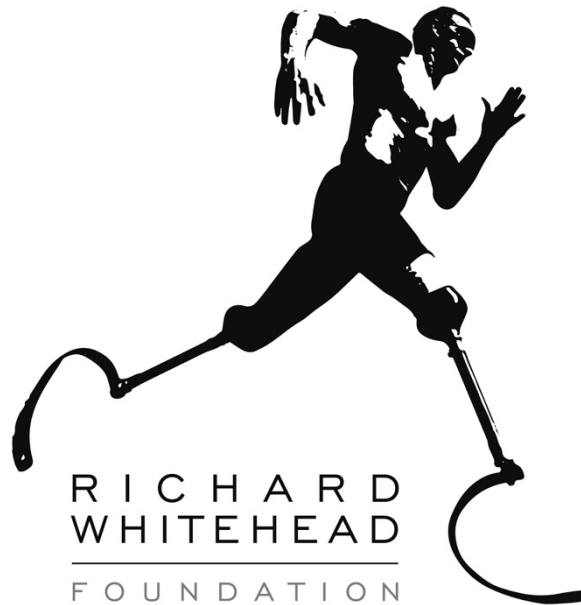


Recruitment Pack

Treasurer



Recruitment timetable

13 th September 2024:	Recruitment opens.
11 th October 2024:	Closing date to receive applications.
Mid-late October:	Interviews.

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Introduction

Dear Potential Applicant,

Disabled people face significant inequalities in education, sport, leisure and employment. They often face multiple barriers to fulfilling their potential and achieving their aspirations. Sport and physical activity have the power to inspire, enable, build self-esteem, and provide success. They can improve physical health, employability, mental well-being and social community inclusion. However, many barriers prevent disabled people from accessing sport. These include a lack of coaching, clubs, transport, equipment and support networks, as well as high costs and negative perceptions of disabled people participating in sport.

We are a fairly new charity established in 2021, with big ambitions for the future. We have started with small but meaningful projects. We are reaching out to disabled people, learning from our projects, and focusing on our vision and purpose.

Our Treasurer is stepping down from the Board of Trustees following a three-year tenure. We are now looking for a new Treasurer to oversee the financial affairs of the Richard Whitehead Foundation. As Treasurer you will be responsible alongside the CEO for managing the charity's finances, preparing budgets and financial reports, ensuring proper financial controls are in place, and advising the Board on financial matters. Previous Board experience is not essential.

If you have any questions or would like an informal chat about the role, please contact me: Email: mark.fosbrook@whitehead.foundation or Tel: 07976692085. As a user led organisation, we are keen to receive applications from disabled people.

Thank you and best wishes,

Mark Fosbrook
Chair Richard Whitehead Foundation



About the Richard Whitehead Foundation

The Richard Whitehead Foundation is a small charity with big aspirations to create social change and use the power of sport for the benefit of disabled people. We believe in the impact of sport: the increased mental well-being, the confidence, the self-esteem, the social inclusion and employability which can come from it. We want disabled people to be able to thrive and benefit from all these opportunities.

Our vision: Enabling disabled people's ambitions.

Our purpose: We believe disabled people should have access to the life-changing power of sport.

Our mission: We place the individual at the centre of our work. We provide access to life-changing support, mentoring, information, advice, equipment, and opportunities that will spark a sustained lifetime intervention.

Our values: Person Centred Dynamic Powerful Authentic Inclusive

Our Board of Trustees

Richard Whitehead MBE - President

Silver medallist at the Tokyo Paralympics, building on his career including gold medals in Rio and London, 4 x World Champion and European Champion in the T61 200m. He is also the Marathon and Half Marathon World Record Holder. In 2013 he completed a gruelling 40 Marathons in 40 Days as a double leg amputee raising money for Sarcoma and Scope charities and inspiring millions with his incredible resilience and determination.

Richard has spent his life dedicated to sport and helping young people excel in achieving their aspirations from schools in his home county of Nottinghamshire to the Syrian border. Richard provides leadership in the vision for the Foundation, and enormous energy and expertise in the delivery of our projects.

Dr Mark Fosbrook PLY - Chair

Mark realised at a young age that sport was the ideal platform for him to show his disability didn't need to define him. Since then, he has made it his life. Mark has been fortunate enough to represent Great Britain in three sports. Volleyball, Wheelchair Rugby, and Wheelchair Basketball. Most notably, winning gold in European Championships for Basketball. Mark was awarded his honorary doctorate in 2019 for his contribution to sport but also the work he has undertaken off the playing field. Mark has worked at a strategic level to influence the West Midlands to be an exemplar for engaging disabled people to be active, Performance Director of

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Wheelchair Rugby, Run Sports Department in a college and managed fitness facilities.

Peter Stansbury - Treasurer

Peter is a qualified accountant with 20 years of experience as a Finance Director and Programme Manager. Much of this experience within the Food Industry, but also other private sector organisations and more recently the Not-for-Profit sector. Chair & Trustee of West Bridgford Colts FC, the largest grassroots football club in the UK, Peter has seen firsthand the life changing impact sport has on young people whatever their ability, background, or circumstances.

Tracy Cox Smyth OLY

Tracy has 20 years' experience working at Senior Executive and C-Suite level within global banking and financial institutions. She is a former two-time Olympian – and finalist – in 3metre springboard diving, as well as four-time Commonwealth Games competitor and silver medallist. She was a World Championship finalist during her 25-year athletic career. Tracy holds the record for Zimbabwe National Champion, she was also South Africa Champion, All-Africa Games Champion, and Winner of the Sportsperson of the Year Award.

Tracy was awarded an athletic scholarship to study in America where she took up Sport Psychology at Arizona State University in Tempe. Tracy has 10 years volunteering experience at a number of disability sporting events, challenges and organisations including: Invictus Games, World Para Swimming Championships, to name but a few.

Kate Naish

Kate is a CEO of the Katie Piper Foundation and has previously been a Director of Business Development and Income Generation at a local disability charity. Kate has just completed an MSc in Voluntary Sector Management and has 23-years' experience in the charity sector, primarily in fundraising, marketing, and volunteering. Kate brings a wealth of knowledge of charity governance strategy and finance, as well as leadership.

Kate previously worked for Cancer Research UK as Senior Volunteer Fundraising Manager and National Events Manager. Kate was a part of the national management team of Race for Life, the largest charity sector event. With colleagues she developed Race for Life from a series of sixty races with 50,000 participants to a series with 700,000 participants raising over £40 million.

David Howells

After studying at Wellingborough School and gaining three A-levels in Politics, Physical Education and English Language David has just started a degree in Sports Management at Bournemouth University on a Sports Scholarship. David has multiple sporting achievements as a visually impaired athlete with a B2 classification. These include Vice Captain of Northants Steelbacks Visually Impaired Adult Cricket Team

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winning the British Blind Sport cup 2021 and David Townley Memorial T20 cup in 2021. David is a member of the England Visually Impaired Adult Cricket Squad, and is also a coach for the Under 16 & Under 12 MK Dons Pan Disability Football teams. David participated in the Young Leadership Programme and achieved Level 2 in volunteering for See My Voice at British Blind Sport.

Rachel Ashton - Compliance Lead

Rachel has 30 years' experience of working in the Adult Social Care sector, predominantly in the development, management, and delivery of various types of Learning Disability and specialist Autism support. Rachel has worked within the charitable sector supporting people on the Autism spectrum and families to get their voices heard and to plan and live the lives they chose free from barriers. She is highly experienced in regulatory compliance, management practices, workforce development, training and delivery of person-centred approaches whilst successfully planning, developing and managing through change. Rachel has an excellent understanding and knowledge of the welfare and legislative system and how it relates to individuals and working environments.

Claire Buckle

As a former GB Para-athlete and current award-winning business owner, Claire has worked in sport and recreation for over 20 years, including in a National Governing body. Claire spent over 10 years as an athlete competing in Discus and Shot Put. Since retiring from competing, she has been a successful national athletics coach, coaching a current GB Paralympic athlete in the early stages of her career. Claire is the Lead National and World Para Athletics classifier for para-athletics. Claire is passionate about ensuring that all disabled people have access to sporting opportunities and using sport as a tool to support disabled people and improve their lives. Claire's ability to think outside of the box is a key driver in her role as a trustee, and she is excited to be able to share her experience, knowledge and skills to ensure the Richard Whitehead Foundation can reach as many disabled people as possible.

Andrew Whitaker

Andrew is a Strategic Partnership Advisor for Activity Alliance, leading on their regional work across the North West and North East of England. He has experience working for a wide range of organisations. He loves connecting with people and supporting them to embed inclusive practice into their work. Andrew's passion stems from his own lived experiences. Growing up, he struggled to find accessible sports and activities. Now, he loves being active and has previously taken part in athletics, wheelchair sports, archery at a regional level and captained Lancashire Disabled Cricket Team. When he isn't at home spending time with his family, you will probably find him down at the gym or at a powerlifting competition.

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Treasurer - Role Profile

Term of office: 3 years

The Richard Whitehead Foundation exists to support disabled people to achieve their ambitions and improve their social welfare through participation in sport and physical activity.

All Trustees have joint responsibility for the following main duties:

1. Ensure the Richard Whitehead Foundation (RWF) is carrying out its purposes for the public benefit. This means you should:
 - ensure you understand RWF's purposes as set out in its governing document;
 - plan what RWF will do, and what you want it to achieve;
 - be able to explain how all RWF's activities are intended to further or support its purposes;
 - understand how RWF benefits the public by carrying out its purposes.
2. Comply with RWF's governing document and the law. You and your co-trustees must:
 - make sure that RWF complies with its governing document;
 - comply with charity law requirements and other laws that apply to RWF including submitting an annual return.
3. Act in the Richard Whitehead Foundation's best interests. You must:
 - do what you and your co-trustees (and no one else) decide will best enable RWF to carry out its purposes;
 - with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term;
 - avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body;
 - not receive any benefit from RWF unless it's properly authorised and is clearly in RWF's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.
4. Manage RWF's resources responsibly. You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:
 - make sure RWF's assets are only used to support or carry out its purposes;
 - not take inappropriate risks with RWF's assets or reputation;
 - not over-commit RWF;
 - take special care when investing or borrowing;
 - comply with any restrictions on spending funds.

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5. Act with reasonable care and skill. As someone responsible for governing the Richard Whitehead Foundation, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary;
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings.

6. Ensure the Richard Whitehead Foundation is accountable. You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that RWF is complying with the law, well run and effective;
- ensure appropriate accountability to members, if RWF develops a membership separate from the trustees;
- ensure accountability within RWF, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

Roles and responsibilities specific to the role of Treasurer:

The primary role of the Treasurer is to maintain an overview of the Richard Whitehead Foundation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role is supported by the Chief Executive Officer (CEO). The essential tasks are:

1. General financial oversight

- To oversee accounts and financial statements.
- To liaise with the CEO on financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with charity SORP (FRS102), charity commission, HMRC and Companies House requirements.
- To ensure any recommendations of the independent examiner or auditor are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

2. Financial planning and reporting

- To support the CEO in presenting financial reports and statements to the Board.
- To advise on RWF's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To ensure that there is no conflict between any investment held and the aims and objects of RWF.

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Experience, Skills & Behaviours required to fulfil the role of Treasurer effectively:

- Knowledge and understanding of the Charity SORP (FRS102)
- Experience of financial control and budgeting, preferably within the charity sector.
- Attention to detail.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure financial decisions are taken and followed-up.
- Good time-keeping.

Experience, Skills & Behaviours required to fulfil the role of Trustee effectively:

- Passion for social change and helping disabled people who face significant barriers.
- Awareness and passion for equality, diversity and inclusion.
- Diversity of thought and an openness to listen to fellow Trustees.
- Commitment to attend meetings, and to respond to communication between meetings. Currently the Board meetings are face to face quarterly, usually at a weekend, and with interim online committee meetings, usually in the evenings and quarterly.

Safeguarding

The Richard Whitehead Foundation is committed to safeguarding and protecting the individuals we work with. As such, posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Inclusion and diversity

The Richard Whitehead Foundation strives to engage an ability-based workforce which reflects the diverse nature of our communities. We are committed to equality, diversity and inclusion and it is important to us that this is reflected in the diversity of the people who work for us.

Application process

To apply, please send your CV and an expression of interest to mark.fosbrook@whitehead.foundation, answering the following questions.

- What has drawn your attention to the Richard Whitehead Foundation and why are you applying?
- How do you think your skills, experience and networks will add value to the ambitions of the organisation?
- How do you meet the person specification identified in the job role?

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You can also send us a link to an active LinkedIn profile and a referee we can contact prior to interview. Expressions of interest can be video, audio, or Word-based files – whatever works best for you.

Expressions of interest should be submitted by 5pm on 11th October 2024.

They will be reviewed by a panel of existing Board Trustees, and you may be invited to have an informal discussion prior to being invited to join the Board.

For an informal chat about the role, please contact Mark Fosbrook – Email: mark.fosbrook@whitehead.foundation, Tel: 07976692085

Please let us know if you need us to adapt the process to best suit any needs around disability.

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