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|  | **Role Description** |
| **Role title:** | Health and Safety Forum Chair |
| **Reporting to:** | Sports Operations Committee |
| **Duration:** | An initial four year term, with the possibility of a second four year term |
| **Remuneration:** | Voluntary position (travel and accommodation expenses paid in accordance with Swim England policy) |
| **Location:** | Nationwide |

# Role Purpose

To Chair the Swim England Health & Safety Forum, the role of which is set out in the terms of reference of the forum, reporting into the Sports Operations Committee as part of the Swim England Governance structure.

# Specific Responsibilities

1. Provide leadership to the Health and Safety forum in delivering the required outcomes identified within the H&S Forum Terms of Reference.
2. Chair Health and Safety Forum meetings effectively, including, involving and liaising with forum members in all discussions.
3. Work closely with the Swim England Sport Development Director and Senior Administration Officer to develop appropriate agendas, agree minutes and actions.
4. Review identified risks and advise the risk owner.
5. Contribute to the Annual Report, including an update on its activities.
6. Task relevant Swim England teams/team members with addressing health and safety matters and review and approve the resulting work.
7. Draw together specialist working parties to consider specific issues and provide solutions.

# Person Specification

* Experience of working within health and safety at a senior level.
* Experience as a Chair, Independent Board Member or in a senior leadership role.
* Knowledge and skills from other sectors to share best practice and continuously improve SE Health and Safety relevance and reach would be welcomed.
* Previous experience of a similar role on a committee or part of a working group.
* A commitment to Swim England’s mission and values. Able to work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
* Able to work well as part of a diverse team.
* A good communicator with excellent leadership and interpersonal skills, objective and independent and able to challenge supportively.
* Adherence to Swim England’s code of ethics.
* Able and willing to devote the necessary time to the role.
* An interest in sport and a willingness to learn about the context in which Swim England and subsidiary businesses operate.

**Terms of engagement**

One day per quarter including attendance at meetings which take place at least twice per annum.

One of these meetings will take place in September and will consider and agree the scope and plan for the following year and must take place to fall in line with the Swim England planning calendar (and budgetary planning cycle).

Meetings are held in a hybrid format, virtual and in person, with ideally one meeting per year attended in person, which will be held in our SportPark, Loughborough head office, or an alternative location to be agreed in advance.

The position is unremunerated, but receives reimbursable vouched expenses in line with agreed Swim England policies.