

Independent Board Members

Recruitment Information | November 2021

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1. About Swim England Qualifications

Swim England Qualifications are the market leading Awarding Organisation for the aquatics sector and our products are delivered nationally and internationally. We are part of Swim England, the recognised National Governing Body for aquatics in England and work in partnership with the other Nations. We are regulated by Ofqual and Qualifications Wales and are an Approved Awarding Organisation with the Chartered Institute for the Management of Sports and Physical Activity (CIMSPA).

Our Strategic Priorities are to:

- Produce industry leading products for the aquatics industry
- Ensure robust quality assurance systems are delivered and implemented with our centres / customers
- Provide high quality support services to our centres / customers
- Be a sustainable, efficient and effective service for the sector

The purpose of the Swim England qualifications Board is to:

- Provide leadership, guidance and strategic direction to the executive team of Swim England Qualifications
- Monitor the performance of Swim England Qualifications against its strategic priorities
- Ensure Swim England Qualifications remains compliant with the relevant regulatory bodies
- Support the executive team of Swim England Qualifications in ensuring that the interests of learners are protected

2. The Opportunity

We are now seeking an Independent Member to join our Board and help us drive forward our ambitions for Swim England qualifications.

With strong values based around quality, purpose, togetherness, fun and resourcefulness, we are looking to connect with inclusive and inspirational leaders with the commitment and ambition to promote and enable our mission. We are particularly keen to source:

- Candidates with a sound understanding of regulatory practice in education who can apply their knowledge of working within the compliance requirements of organisations such as Ofqual and Qualifications Wales in a Board setting
- Candidates with experience of working within an education and/or awarding organisation setting

No previous non-executive/Board member experience is required, induction and support will be provided by experienced Board members, making this a great development opportunity for the right candidate.

Experience in aquatic or membership sports is not essential, but a passion and dedication to supporting our future and goals will be. Applicants who bring knowledge and skills from other sectors to share best practice and continuously improve our relevance and reach would be welcomed.

3. The Role

Role title: Independent member

Reporting to: Chair – Swim England Qualifications Board

Duration: An initial four-year term, with the option of a second four-year term.

Time Commitment: 6 days per year, inclusive of 4 board meetings per year

Remuneration: Voluntary position (travel and accommodation expenses paid in accordance with Swim England policy)

Location: at present, due to the pandemic, meetings are being held virtually. Board meetings are usually attended in person at the Head Office: SportPark, Loughborough University Campus, Loughborough, Leicestershire. Occasionally they may be held in other locations nationwide as agreed in advance.

Role Purpose

To provide leadership, guidance and strategic direction for the executive of Swim England Qualifications (SEQ)

Specific Responsibilities

- Monitoring, offering guidance, advice and recommendations on Swim England Qualifications' performance against its strategy, implementation plan and budget
- Ensure that Swim England Qualifications complies with Ofqual's General Conditions of Recognition and Qualifications Wales's Conditions of Recognition
- Help ensure continuous compliance with all regulatory, statutory, legislative and sector-specific requirements relevant to Swim England Qualifications, and Swim England
- Inspire, support and constructively challenge Swim England Qualifications' opportunities to develop revenue streams for reinvestment into its primary business
- Act at all times as an effective, positive, proactive and credible ambassador for Swim England Qualifications
- Contribute to the regular review and evaluation of present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks related to Swim England Qualifications
- Listen to, understand and take into account the interests and views of customers, consumers and relevant stakeholders in decision making
- Contribute to annual self-evaluation of both personal and Board's performance
- Maintenance and continuous improvement of best practice governance arrangements and strategic risk management

Person Specification

- Demonstrable experience of working at both an operational and strategic level within an education/awarding organisation setting
- Knowledge of qualifications, learning and development and awarding organisations including policy and statutory legislation applicable in the vocational qualifications sector
- Independence and impartiality
- A collaborative team player
- An open mind, willing to listen and consider the views and needs of others, whilst constructively challenging the status quo
- A clear thinker with balanced judgement and excellent analytical and problem-solving skills as well as the ability to quickly and thoroughly identify and grasp issues, seek out and fully evaluate the alternatives in arriving at a consensus on the best possible course of action
- Excellent interpersonal, influencing and communication skills, with the proven ability to present views in a clear, constructive and concise manner to a wide range of audiences and stakeholders at all levels
- Relevant experience of effective team leadership, strategic planning, performance management, revenue generation, commercial awareness, budgetary management, risk management, organisational development, succession planning and business continuity
- Ability to build and maintain positive and constructive relationships with at all levels with a wide range of internal and external stakeholders
- A commitment to promoting equality, diversity and inclusion at all levels
- Ability to give and receive honest and constructive feedback
- Ability to encourage equal participation of, and contribution from all members of the Swim England Qualifications Board
- Knowledge of, and enthusiasm for sport and physical activity

4. How to apply

Please apply via our recruitment platform: <https://careers.swimming.org/vacancies/vacancy-search-results.aspx> by registering and uploading your CV, then outline your specific knowledge, skills and experience in the application form and how this could be transferred to this position.

For more information and an informal discussion about this opportunity, please contact Fiona Grant – Head of Qualifications via Fiona.grant@swimenglandqualifications.com Our Swim England Qualifications Board Chairman is also available for informal discussions about the role, please make contact with Fiona to arrange this.

Initial closing date: Sunday 12 December, it may be extended depending upon quality and volume of applications.

Swim England is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to inclusion and embrace the spirit of all equalities legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

Swim England Qualifications Board Terms of Reference

1. Introduction

Swim England Qualifications (SEQ) is recognised and regulated by Ofqual and Qualifications Wales as an awarding organisation to design, develop and award vocational qualifications.

SEQ is a ring-fenced department of Swim England, the National Governing Body for swimming, diving, open water, artistic swimming and water polo in England. As an Ofqual and Qualification Wales regulated awarding organisation, SEQ is subject to their Conditions of Recognition and is required to have a Board that has responsibility for governing the oversight, overall effectiveness and efficiency of SEQ.

This document should be read in conjunction with the Swim England Official Handbook incorporating the Regulations and the Technical Rules of the Amateur Swimming Association (Swim England) Ltd, specifically Section 20.

2. Role of the Board

The purpose of the Swim England Qualifications Board (SEQ Board) is to;

- provide leadership, guidance and strategic direction to the executive team of SEQ;
- monitor the performance of SEQ against its strategic priorities;
- ensure SEQ remains compliant with the relevant regulatory bodies;
- support the executive team of SEQ in ensuring that the interests of learners are protected.

3. Area of Scope

Acting in a strategic advisory capacity to SEQ, the SEQ Board must operate within Swim England's guidelines, governance structures and strategies.

The SEQ Board will advise, guide and make recommendations regarding, and in relation to SEQ's operation. When necessary, the SEQ Board will escalate matters to the SE Board that have wider implications and/or impact on Swim England's strategic direction.

The SEQ Board will work with Swim England to make appointments to the Board and will, where appropriate, contribute to the recruitment process. The SEQ Board Chair, or nominated member, may liaise with Swim England's 'People Development' team to ensure the needs and expectations of the role(s) for appointment are fully understood so that the appropriate individual(s) can be identified.

4. Responsibilities

1. Monitor, offering guidance, advice and recommendations on SEQ's performance against its strategy, implementation plan and budget.
2. Ensure that SEQ complies with Ofqual's General Conditions of Recognition and Qualifications Wales's Standard Conditions of Recognition.

3. Support SEQ to ensure continuous compliance with all regulatory, statutory, legislative and sector-specific requirements.
4. Support SEQ in identifying opportunities to develop revenue streams.
5. Act at all times as an effective, positive, proactive and credible ambassador for SEQ.
6. Contribute to the regular review and evaluation of present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks related to SEQ.
7. Listen to, understand and consider the interests and views of users, customers, consumers and relevant stakeholders in decision making.
8. Contribute to annual self-evaluation of both personal (as an SEQ Board Member) and Board's performance.
9. Maintain and continuously improve best practice governance arrangements and strategic risk management.
10. The Chief Executive of Swim England will, alongside the Chair of the SEQ Board and the SEQ Responsible Officer approve the annual Statements of Compliance.
11. Carry out any specific duty requested by Members' Forum
12. Carry out the duties set out in the terms of reference as approved by the Members' Forum from time to time.

5. Expectations of the Board

Expectations of the SEQ Board are described within the SEQ Board Members Code of Conduct and the Swim England Official Handbook as described in Section 1.

6. Declaration of Interests

A member of the SEQ Board must declare the nature and extent of any direct or indirect interest which they have;

- In a proposed transaction or arrangement with SEQ, or
- Which conflicts or may conflict with the interests of SEQ;

And must do so as soon as practical in any matter being or likely to be discussed in accordance with the processes defined within the SEQ "Conflict of Interest Policy".

7. Composition of the Board

- The SEQ Board shall be comprised of up to seven members inclusive of the chair, the responsible officer, an individual nominated by the Swim England Board and up to four independent members, but not less than two independent members
- One of the independent members shall be elected as the vice chair of the SEQ Board
- The SEQ Board may, at its discretion and within reason, invite appropriate individuals to attend SEQ Board meetings for the purpose of providing updates on areas of interest and concern
- The term of office for all members of the SEQ Board will be four years
- An SEQ Board member may serve a maximum of two consecutive terms before a mandatory four year break
- In exceptional cases, a third term may be allowed by Members' Forum on the recommendation of the Nominations Committee (e.g. where a member has to complete a business critical project or Qualifications Board initiative).

- Every year the position of one independent member will be put forward for election by the Members' Forum.
- In the third/fourth year (dependent on independent member membership) the position of the chair will be put forward for election.
- The responsible officer is not subject to retirement by rotation
- 50% of those entitled to attend and vote shall form a quorum at any meeting

8. Meetings of the Board

As per Section 20 on the Official Handbook, the SEQ Board shall:

- Meet as required to fulfil its obligations.
- The chair shall give at least 21 days written notice of each meeting.
- 50% of those entitled to attend and vote shall form a quorum at any meeting

In addition, meetings of the SEQ Board shall be convened with the agreement of both the Chair and the executive team of SEQ.

- Not less than 21 days written notice shall be given to every member of the SEQ Board for each meeting; the dates of which, approximately four to occur within office hours of 9am – 5pm, are usually agreed at the beginning of, and for the full financial year. Dates of meetings will be confirmed at each Board meeting.
- Papers for the SEQ Board meeting will be circulated no less than five working days before each meeting.
- Where the Chair is unable to be present at a meeting, the Vice Chair will fulfil the role and manage and steer the meeting accordingly. Should neither party be able to be present, a Chair for the meeting shall be elected from amongst the members present.
- Where recommendations or action is needed by the SEQ Board more urgently than would be allowed by consideration at the next meeting, the matter will be dealt with by the SEQ Board by email correspondence and the decision recorded at the next meeting.

9. Reporting

The composition of the SEQ Board, reporting structures and the necessity to maintain Awarding Organisation regulatory good governance means that the SEQ Board will provide additional reporting and / or escalation of specific items to the Swim England Board by exception, where appropriate and necessary. In addition, the Swim England Board may request additional information from the SEQ Board.

The Chair of the SEQ Board will confirm with the SEQ Board member, who is the representative on the Swim England Board, specific activity that the SEQ Board wish to report back to the Swim England Board. This may include verbal feedback, recommendations and / or copies of specific reports where appropriate.

10. Remuneration

SEQ Board Members undertake their duties on an unpaid basis. There is no remuneration but expenses are paid in line with the Swim England company expenses policy.