

Role description – Head of Governance and Member Relations

Main purpose

Responsible for all aspects of governance and compliance, ensuring that World Netball adheres to best practice and meets all regulatory requirements. This includes but is not limited to all relevant government and sport specific legislation.

Responsible for driving membership growth, retention, and engagement. This role focuses on outreach and membership development.

Duties and responsibilities

Governance

- To design, implement and support the highest quality governance across World Netball. Developing new systems and effective ways of working on specific governance projects.
- To develop the infrastructure to facilitate seamless mechanisms between the Chief Executive Officer, Board Committees and the Board by leading on strong assurance, accountability and regulatory compliance.
- Perform the role of World Netball's Governance Professional.
- To lead the development of the World Netball Governance Framework, through a strong understanding of World Netball's governance structure, its Articles of Association and Scheme of Delegation, and to ensure that the organisation operates in line with these.
- Act as World Netball's contact for sporting regulatory bodies e.g. WADA, IOC, Commonwealth Sport and non-sporting regulatory bodies e.g. Companies House, for governance purposes.
- To ensure the Chair of the Board and the Chief Executive Officer are provided with advice and support, to enable them to act in accordance with relevant regulations relating to the operation of the Board and its committees. This shall include filing returns to Companies House and other statutory reporting as required to ensure that World Netball is legally compliant.
- To plan and lead the biennial World Netball Congress.
- To ensure any Ordinary and Special Resolutions are completed appropriately, supporting the Members to discharge their responsibilities.
- To work closely with the Board and staff of World Netball as required to ensure the smooth and secure operation of Governance arrangements, meetings and follow-up actions.
- To ensure all Directors are aware of their role and responsibilities through a programme of induction and initial training.
- To undertake the support and full servicing of the work of any formal committees of the Board.

- To lead on the development and review of governing documents, policies and procedures, taking account of changes in best practice and/or statutory or regulatory requirements.
- To advise the Board/Committees on governance legislation, regulatory requirements and procedural matters.
- To advise senior managers and as appropriate the Board on the interpretation of its instruments and articles of governance and schemes of delegation.
- To ensure key policies remain compliant through annual reviews of documentation on behalf of the Board, e.g. the Articles of Association and Scheme of Delegation and to advise on amendments required and ensure such amendments are adopted.
- To maintain an up-to-date Register of Interests for Directors.
- To work collaboratively with the leadership team to support World Netball's strategic objectives.

Membership

- Be a visible and approachable presence within World Netball, building strong relationships with members.
- Manage the performance of the Regional Development Coordinators, ensuring that they meet the requirements of the core role and regional specific duties.
- Work with the Regional Federations to support Membership applications.
- Ensure members comply with World Netball's compliance regime.
- Take an active role in developing strategies and communications to improve member compliance and engagement.
- Assist in resolution of member compliance issues. Ensuring that all member-related issues are managed consistently and in line with World Netball policies.
- Regularly report on recruitment efforts and progress toward membership targets.
- Create strategies to ensure high retention rates, collecting and acting on member feedback to enhance satisfaction.

Job Type: 30 hours per week, Permanent

Pay: Circa £50,000.00 per year (pro rata)

Benefits:

- Company pension
- Health & wellbeing programme
- Sick pay

Schedule:

- Monday to Friday (weekend work may be required from time to time)

Person Specification: Head of Governance and Member Relations

E = Essential D = Desirable

	E	D
Qualifications and training		
Educated to degree level	x	
Qualified as a Chartered Secretary / Chartered Governance Professional (through the Chartered Governance Institute of UK and Ireland)		x
Experience		
Experience of writing policies	x	
Prior experience of working within the sports sector, or a similar environment	x	
Skills and knowledge		
The ability to solve problems and proactively anticipate challenges	x	
Highly effective influencing and enabling skills	x	
The confidence to work at the most senior levels of World Netball and to appropriately challenge the status quo	x	
Excellent planning and organisational skills with the ability to engage and inspire others	x	
Excellent communication skills (both verbal and written)	x	
Ability to command confidence, and to lead others (either those who may report to the postholder, or those working collaboratively with them)	x	
Knowledge of the characteristics of effective governance, and the ability to evaluate these in practice	x	
A knowledge of the Companies Act 2006		x
Personal qualities		
Commitment to uphold the highest ethical standards.	x	
Commitment to maintaining confidentiality at all times	x	
Understanding of the importance of maintaining independence and the demonstrable ability to do so	x	
A commitment to doing the right thing – even in the most challenging of circumstances	x	
The ability to be open-minded and provide accurate, honest and constructive advice and guidance.	x	
A commitment and ability to being independently purposeful	x	
A commitment to World Netball's values, and to striving for the best	x	
Equal opportunities		
Commitment to inclusion, equality and diversity	x	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	x	