



**kingsbury**  
school sports partnership cic

**Candidate brief for the position of:  
Kingsbury School Sports Partnership CiC  
DIRECTOR**

OCTOBER 2017

*Kingsbury School Sports Partnership CIC*  
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Company No. 09156480  
VAT exempt

# Kingsbury School Sports Partnership CIC

## Background information

Kingsbury School Sports Partnership was established in 2004, via the Sports College & school sports partnership initiative that was funded by the department of education. The main aim of the SSP was and still is to improve, enhance and increase PE & School Sport opportunities for young people. In 2011 the new government cut the funding for school sports partnerships and local sport was in turmoil. However Kingsbury School Sports Partnership managed to not only sustain provision but grow it as well. The provision and opportunities have gone from strength to strength with continued secondary support, the introduction of the new primary sports premium funding and continued commitment by local primary schools.

The School Sport Partnership currently consists of 30 Primary Schools and 5 infant schools who pay an annual subscription to receive enhanced competition, training for young leaders, PE co-ordinator support, CPD for staff and resources. Since the introduction of the primary sports premium we have expanded our range of support and training with a focus on professional development for teaching & non teaching staff to increase the quality and quantity of PE, sport & Physical Activity provision.

In July 2014 we registered as a community interest company, a social enterprise organisation to ensure future sustainability and enable us to grow. A social enterprise uses business methods to benefit the community, rather than to make private profit. Social enterprises are businesses with social objectives. They charge for some of their services and use any surplus funds to reinvest in the business or in the community.

### OUR VISION IS TO

**Enable children & young people to access high quality sport & physical activity in our community and support the development of places to play sport & be physically active**

**We want to improve, enhance and increase**

PHYSICAL EDUCATION

EXTRA CURRICULAR SPORT &  
PHYSICAL ACTIVITY

COMMUNITY  
SPORT

**This will be achieved by developing a confident and enthusiastic workforce through increasing**

PROFESSIONAL DEVELOPMENT AND VOLUNTEER OPPORTUNITIES

**Which in turn will increase and improve**

ATTAINMENT &  
ACHIEVEMENT

HEALTHY ACTIVE  
LIFESTYLES

LIFELONG  
PARTICIPATION

ASPIRATIONS &  
EMPLOYABILITY

**And most importantly make a difference to our local young people!**

## OUR SOCIAL AIMS

Community Interest company activities must benefit the community or a section of the community.

Activities	How will the activity benefit the community?
1) Provide staff professional development to improve the standards within Physical Education & school sport	Professional development for teachers, parents and schools to improve the education of young people in PE, Health & School Sport. The CIC will use PE consultants to deliver courses improving quality & price compared to private sector.
2) Organise and deliver competitive opportunities for pupils aged 4 – 19 yrs old, developing participation pathways at all levels	Provide localised competition as a tool to engage young people in sport and encourage them to become more active, improving social, physical & mental health. Utilise competition between schools to remove social barriers such as postcode 's and ethnicity and promote social aspects of sports such as fair play, teamwork and equality, preparing and encouraging students to become good role models in society.
3) Train, support and provide opportunities for young people & adults to volunteer within their schools & community	<p>Primary &amp; Secondary schools will be able to utilise trained volunteers to increase competitive opportunities and OSH provision. Students will be trained to organise &amp; officiate at different events and to coach different sports. Young people will benefit from developing their social and leadership skills</p> <p>Primary students will be trained as playleaders, increasing physical activity provision during lunchtimes increasing amount of physical activity pupils receive</p> <p>Local community will be able to access coaching qualifications, increasing community volunteering and employment.</p>
4) Provide schools with opportunities to increase physical activity and sport out of school hours	<p>Development of sustainable 'out of school hours learning' opportunities for all local schools. By sourcing and safe guarding quality coaching providers, timetabling, bid writing, aligning local, regional and national pathways and supporting development of further opportunities for schools.</p> <p>Pupils will benefit as we will increase the amount of physical activity opportunities available to them, promoting a healthy active lifestyle</p>
5) Develop relationships with local community sports clubs and third sector to ensure lifelong participation pathways are created for young people.	Support local clubs to reach a high quality & suitable standard ensuring young people have a quality & safe experience. We will promote local clubs to the community, increasing membership and aiding transition for young people. Support local clubs to access funding to develop provision & volunteers. There is no local sports development in the area so will this will increase support offered to local clubs. We will create new self sustaining community clubs where there are gaps in provision providing more opportunities for young people to get active and to stay off the streets.
6) Work alongside schools	Provide programmes to educate pupils & parents about healthy

in their commitment to promote & encourage an active healthy lifestyle	eating and healthy lifestyle. Introduce new projects that support family engagement and family activity developing healthier and more active communities.
7) Develop saleable products & resources which will enhance delivery of PE & Sport	Sell products / resources to school to generate income. Schools will play a big part in consultation on this development to ensure the resources meet the required need of the teachers and young people. Any income generated will provide additional PE & Sport opportunities who subscribe to the Sports Partnership
8) Educate & support schools to open their facilities for community use	Increase opportunities for the local community to participate in sport & physical activity by working with schools to open their facilities for community use. CPD & consultancy support for Headteachers, Business Managers & governors. Promotion, bookings & staffing of facilities

### **OUR KEY AREAS OF DELIVERY**

**SCHOOL GAMES & EXTENDED PRIMARY COMPETITION CALENDAR** – INCREASING THE NUMBER OF YOUNG PEOPLE EXPERIENCING COMPETITIVE SPORT (THERE WILL BE A FOCUS ON GIRLS IN 2016/17)

**SECONDARY SPORTS LEADERSHIP** – DEVELOPING EMPLOYABILITY & CHARACTER EDUCATION

**BIRMINGHAM LEAD SCHOOL** FOR LEADERSHIP, COACHING & VOLUNTEERING AND GIRLS ACTIVE

**OSH SCHOOL SPORTS COACHING** – EMPLOYING LOCAL COACHES WHO HAVE COME THROUGH OUR SPORTS LEADER PATHWAY

**PRIMARY SCHOOL BUY IN** – PROVIDING COMPETITION, CPD, COACHING, LEADERSHIP & ADDITIONAL SUPPORT TO SCHOOLS ACROSS ERDINGTON, GREAT BARR, SUTTON COLDFIELD, HODGE HILL AND YARDLEY

**PRIMARY CPD** – DELIVERY OF PHYSICAL EDUCATION COURSES & SUBJECT LEADERS MODULES WITHIN OUR PARTNERSHIP AND AROUND THE CITY

**EDUCATION MENTORING PROGRAMME** – WE WORK WITH SPORT BIRMINGHAM AS PART OF AN EDUCATION MENTORING TEAM SUPPORTING SCHOOLS ACROSS THE CITY

**PRIMARY PE APPRENTICE PROGRAMME** WE CURRENTLY EMPLOY 10 APPRENTICES WHO ARE BASED IN LOCAL PRIMARY SCHOOLS TO SUPPORT THEIR PE & SCHOOL SPORT OFFER. THE APPRENTICES ARE BASED WITHIN THE SSP ONCE A WEEK TO DO TRAINING AND TO DELIVER SPP EVENTS WHICH INCREASES OUR CAPACITY



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## Helen Tonks

**School Sports Manager**  
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- Court Farm Primary School
- Erdington Hall Primary School
- Featherstone Primary School
- Gunter Primary School
- Hawthorn Primary
- Hodge Hill Primary
- Holland House Primary

- Kings Rise Academy
- Kingsland Primary School
- Lyndon Green Infant School
- Marsh Hill Primary School
- Maryvale Catholic Primary School
- Osborne Primary School
- Our Lady's Catholic Primary
- Paget Primary School
- Slade Primary School

- Sladefield Infant School
- St Mary & St John Primary
- St Peter & St Paul Catholic Primary School
- Storywood Primary
- Sundridge Primary School
- The Oval School
- Timberley Academy
- Town Junior School
- Walmley Infant School
- Warren Farm Primary School

## St Edmund Campion Catholic School

North Birmingham Academy

Perry Beeches Academy

Great Barr School

Hodge Hill Girls School

Greenwood Academy

## Erdington Academy

## Stockland Green School

**We are looking for several professionals to join us on the board of directors to act as influential advocates and advisors and support our future journey.**

We are looking for individuals who are passionate about sport and have experience in one or more of the following areas;

- **Physical Education, Physical Activity & Sport**
- **Voluntary / charitable sector**
- **Education and / or youth sector**
- **Ofsted / school improvement**
- **Marketing, PR and communications**
- **Business development / management**
- **Finance, accounting and auditing**
- **Legal and human resources**
- **Apprenticeships and employability of young people**

Ideally applicants should live or work in Birmingham and have links to Erdington, Perry Barr, Hodge Hill, Shard End or Sutton Coldfield. Experience of working on a board, committee or governing body along with the ability to forge strong partnerships / relationships would be beneficial and all applicants must be willing and able to travel to Erdington for board meetings.

As a director you are responsible (along with other directors) for ensuring that the business operates effectively and that all accounts and reporting information are returned to companies house annually. A community interest company is limited by guarantee and director liability is limited to £1, minimising the financial risk to any directors on the board.

We are looking for the following commitment from newly appointed directors

- Meet a minimum of 3 times a year for board meetings (once a term)
- Ability to offer additional support to the Chief Executive Officer (networking, business development, marketing, growth and VIP events)
- Attend additional sub group meeting if required
- This is a voluntary position but reasonable travel expenses will be reimbursed
- Agree to an enhanced DBS check if appropriate

The closing date for applications is Monday 5 November 2017. If you are interested in applying please email a **covering letter and completed skills audit** to Nichola Moore at [admin@ksspcic.co.uk](mailto:admin@ksspcic.co.uk)

If you would like an informal conversation regarding the position or would like to find out more information please contact our Chief Executive Officer, Alison Mapp on 07766922255.

Applications cannot be accepted by any individual that may have a conflict of interest with another business that could provide competition or benefit from ideas, resources and intellectual property established by Kingsbury SSP CIC

## ROLES & RESPONSIBILITIES

### Terms of Office

- Two year term with the opportunity to be considered for reappointment for a second term.

### Key Responsibilities

Alongside other Directors ensure the CIC remains sustainable, morally and legally strong and that current and future beneficiaries benefit by:

- Ensuring the CIC has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the CIC and for its 'corporate' behaviour
- Ensuring the CIC complies with all legal and regulatory requirements
- Acting as guardian of the CIC's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring the CIC's governance is of the highest possible standard
- Working in partnership with other Directors, staff and other delivery partners where relevant

### Duties

- To agree the vision, mission and strategic plan for the CIC
- To ensure that the operational plan and budget reflect the agreed strategic direction and are appropriate
- To monitor the achievements of the CIC against the key measures from the operational plan and budget
- To hold the CEO accountable for the achievement of the organisation's goals, and provide them with regular, constructive feedback on both management and overall achievement
- To agree the CIC's policies and ensure that they will assist in the achievement of the strategic and operational plans
- To ensure that the CIC has satisfactory financial control systems and procedures in place
- To safeguard the CIC's reputation and other intangible assets and work independently and without personal benefit on behalf of the CIC
- To reflect annually on the Board's performance and your own performance as a director

### Tasks

- To participate in an annual strategic planning workshop
- To attend regular Director meetings, maintain a keen awareness of the local sporting structure and be prepared to make a contribution
- To support the staff when requested, sharing knowledge and expertise, as a member of the working group(s) or in other appropriate ways
- To be prepared to act as a spokesperson for and complete media interviews on behalf of the CIC, to help raise the profile and promote the work of the organisation and to work within an agreed brief
- To attend events as an ambassador for the CIC, to network and promote the work of the organisation
- To allow the CIC to use your name and profile in press releases and other marketing / promotional communications to add support and gravitas where appropriate and / or relevant
- To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate

### Commitment to Equality and Diversity

As part of our commitment to equality and diversity, we have included an optional equalities monitoring form at the end of this document which we would appreciate candidates completing where possible