

**NORTH WALES CRUSADERS WHEELCHAIR RUGBY LEAGUE
& DISABILITY SPORTS ASSOCIATIONS**

RECRUITMENT PACK



THANK YOU



Thank you for your interest in volunteering with North Wales Crusaders Disability Rugby League & Disability Sport Association in the role of Trustee. This information pack is designed to provide you with plenty of information for you to determine whether we might be a good fit for each other. We include back ground on the following:

- North Wales Crusaders Disability Rugby League & Disability Sport Association, the charity's history, its purpose and its links with Welsh government
- The charity's governance structure
- An overview of the trustees role
- A description of the trustees role
- The application process

If you have any questions about any aspects of the charity or the role, please do not hesitate to contact our chair of trustees, Stephen Jones: Steve@crusadersdisabilitysportsclub.co.uk

ABOUT US

North Wales Crusaders Disability Rugby League & Disability Sport Association is a registered charity which was established in 2013. The promotion of community participation in healthy recreation, in particular for the provision of playing of various wheelchair sports specialising in Wheelchair Rugby League and the relief of disability through sport by improving the conditions of life for people with a mental or physical disability. It is estimated that over 21% of the population in Wales lives with atleast one of the 21 different catergorised types of disabilities, with this number likely to rise over the years.

Our mission is to nurture, celebrate and empower every individual that may or may not be affected by a disability and provide those that are a safe an inclusive environment where they can be their unique authentic selves and to give them a self of belonging, dignity, resilience, independance and achievement. North Wales Crusaders Disability Rugby League & Disability Sport Association are affiliated with North Wales Crusaders and Wales Rugby League but is an independent, local charity that receives no funding from either of these, though we do receive some funding from Disability Sports Wales. Our board of trustees has sole responsibility for setting the strategy, budget and priorities of the charity as well as ensuring we meet our obligations to the Charity Commission, our volunteers and our beneficiaries.

GOVERNANCE STRUCTURE

The board of trustees is the senior body of North Wales Crusaders Disability Rugby League & Disability Sport Association, setting and monitoring the framework of everything that the charity delivers. Whilst day-to-day management lies with our superb team of volunteers, trustees share a collective responsibility for its strategy and its delivery. The operates as a team, making collective decisions, but specific oversight functions are given to individual board members based on their experience and contribution. Our chair of Trustees works with each board member individually to ensure that each is able to maximise their contribution without feeling overstretched.

North Wales Crusaders Disability Rugby League & Disability Sport Association does expect that its board members will be visible across the charity and will help advise volunteers where appropriate. Likewise, we encourage trustees to 'roll up their sleeves' and to mix with our service users in order to gain a thorough understanding of their challenges, preferences and unique skills.

COMMUNITY PARTNERSHIPS

North Wales Crusaders Disability Rugby League & Disability Sport Association has a broad range of community partnerships, through which we aim to represent, inform and promote the needs and abilities of our beneficiaries and local communities. The charity work closely with government agency, AVOW as well as other third sector organisations to enhance the local communities first aid capabilities by operating first aid training as North Wales Crusaders Disability Rugby League & Disability Sport Association believe that first aid training should be free and more accessible.



TRUSTEE ROLE OVERVIEW

The role is suited to candidates who can demonstrate knowledge and professional and/ or lived experience which will assist the charity's strategic development. The experience might have been gained in a professional capacity or through direct experience of living with a disability or participating in sports at a high level. At North Wales Crusaders Wheelchair Rugby League and Disability Sports Association we value all forms of expertise and experience, and we actively work to create a diverse and inclusive board.

Prior experience of disabilities and/ or Rugby League and/ or disability sports is not a requirement although we encourage trustees to take a keen interest in our services and the outcomes for our beneficiaries.

We are particularly seeking trustees with expertise in areas such as: law, third sectors, governance, managements and sport, although knowledge in other areas is also welcome.

We recommend all prospective trustees read more about the role in the Charity Commission's guidance: www.gov.uk/guidance/charity-trustee-whats-involved

PURPOSE

North Wales Crusaders Wheelchair Rugby League and Disability Sports Association's Board of Trustees ensures that the charity has a clear strategy and that our core services and development aims are aligned with our vision and mission. Our beneficiaries are at the forefront of everything that charity seeks to achieve and the board regularly monitors that this remains the case. Trustees are also legally responsible for the charity's management and administration.

IMPACT

Being a trustee at North Wales Crusaders Wheelchair Rugby League and Disability Sports involves making decisions that will impact some of the most vulnerable people in society. Through your role you will make a meaningful difference to our beneficiaries' lives and to the local community.

Trustees are encouraged to take an oversight of specific areas of the charity and its development, based on their experience and interests. This provides further opportunities to make tangible contributions to the expansion of our services.

LOCATION

Our charity is primary located at Deeside Leisure Centre in Queensferry and we encourage our trustees to visit our activities across North Wales, primarily Queensferry and Wrexham.

SUPPORT

You will be supported by our Chair, the other members of the Board of Trustees and our coaching and team management team.

RESPONSIBILITIES

- To ensure that the charity pursues its stated purposes, as defined in its governing document, by developing and agreeing a long-term strategy
- To ensure that the charity complies with its governing document, applicable charity law and any other relevant legislation or regulations
- To ensure that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of its members
- To ensure that the charity defines its goals and evaluates performance against agreed targets
- To safeguard and promote the good name and values of the charity
- ensure the effective and efficient administration of the charity, including having the appropriate policies and procedures in place
- To ensure financial stability of the charity
- To protect and manage the property of the charity and ensure the safe custody and appropriate use of the charity's funds

In addition to the above, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, attending third party meetings, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

TIME COMMITMENTS

The charity will be looking at holding quarterly board meetings, with each lasting approximately two hours. A recommended one hour reading time before each meeting is required to ensure trustees are familiar with items to be discussed.

There will be occasions when trustees are expected to attend charity events.

Our trustees typically give an average of 3 hours per month to the charity.

SUPPORT

This role is suited to candidates who can demonstrate knowledge and experience of benefit to the charity and who have:

- A proven track record of integrity and respect for confidential and proprietary information
- A keen and respectful listener who is able to empathise and respectfully challenge
- Commitment to charity and enthusiasm for its vision, mission and aims
- Understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort to their duties as a trustee. We provide further details below
- Strategic vision
- Sound, independent judgement
- Willingness to participate in frank and open discussion
- Ability to work effectively as a member of a team
- The ability to read and understand annual reports
- Skills to analyse proposals and their consequences
- Preparedness to make unpopular recommendations to the board
- Ability to pass a full Police check (DBS)
- Willingness to be available to provide guidance to the charity sports clubs management team on an ad hoc basis
- Capacity to represent the charity to external parties, meetings and events

RESPONSIBILITIES

If you would like to apply for the role of trustee, or discuss it informally please contact us at Steve@crusadersdisabilitysportsclub.co.uk

Our recruitment process will typically include the following:

- A declaration of interest, complete with all relevant experiences and a cover letter as stating why you believe you would be suitable for the position
- An interview, providing the opportunity for you to meet with at least two of the existing trustees in addition to me
- An invitation to visit a Wheelchair Rugby League session, meeting with some of the service users and volunteer

Please note: our recruitment process is designed to facilitate a two-way dialogue. We recognise that you need to be as comfortable with us and our operating model as we are with you. Our commitment throughout is to be open, transparent and to give us as much information as we possibly can so that you can be sure you are making an informed choice to volunteer as a trustee with us.

We look forward to meeting you!