



Appointment of 2 Senior Independent Directors and a Company Secretary

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Introduction



Parkour UK are seeking to appoint three skilled, committed, and inspirational individuals to join the board, one as company secretary and two as senior independent directors. The Parkour UK board intend to appoint one of the two new independent directors to the role of chair.



The new Chairperson, supported by the senior independent director and board, will share our

resolute commitment to deliver our 'Moving with Purpose' strategy. This includes building a modern, inclusive governing body, growing the sport within both the structured and unstructured community and enabling a positive bounce back following the pandemic.

The new board will collectively seize the opportunity to connect with the parkour community and work with the CEO to build an organisation that is underpinned by voluntary effort (ex officio roles undertaken by practitioners) through which professionals / specialists (paid roles recruited against sector standards) add value. Also positioning Parkour UK to work in collaboration with likeminded and similarly motivated organisations to share services and contribute to a modernised sports sector which is more financially sustainable, better uses resources and relies less on government / lottery funds.

We are looking to connect with inclusive & inspirational leaders who will be proud advocates & ambassadors for Parkour UK. With demonstrable strategic acumen and a collaborative leadership style, candidates will be proactive in considering the views and needs of others, sourcing and fully evaluating all options and opportunities. Innovative and ambitious, they will appropriately challenge the status quo and enable continued excellence. They will show deep appreciation of all stakeholders, bring balanced judgement and expert analytical skills, celebrating diversity at all times.



Senior Independent Director (Chair)

Reporting to:	Board – Parkour UK
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 Parkour UK policy)
Location:	Parkour UK do not have any offices. Board meetings have been held virtually during the pandemic, a return to physical meetings will be considered by the new board and will likely centre on London.
Frequency:	The full board meet 4-6 times per year.
Role purpose:	To provide inclusive and inspirational leadership and guidance to the Board of the National Governing Body for Parkour.

Senior Independent Director

Reporting to:	Chair – Parkour UK
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Remuneration:	Voluntary position (travel and accommodation expenses paid in accordance with Parkour UK policy)
Location:	Parkour UK do not have any offices. Board meetings have been held virtually during the pandemic, a return to physical meetings will be considered by the new board and will likely centre on London.
Frequency:	The full board meet 4-6 times per year and sub-committees / working groups meet 2-4 times per year.
Role purpose:	To support the chair to provide inclusive and inspirational leadership and guidance, stepping in when the chair is not available and supporting the executive team with sub-committee agendas.

Company Secretary

Reporting to:	Chief Executive – Parkour UK
Duration:	An initial two year term.
Remuneration:	£2,500
Location:	Home Based.
Frequency:	Approximately 12 days per year
Role purpose:	To support the board and executive to maintain high standards of corporate governance in line with articles, strategies and policies.

About Parkour UK



Parkour UK as an organisation was founded in 2008 and incorporated in 2009.

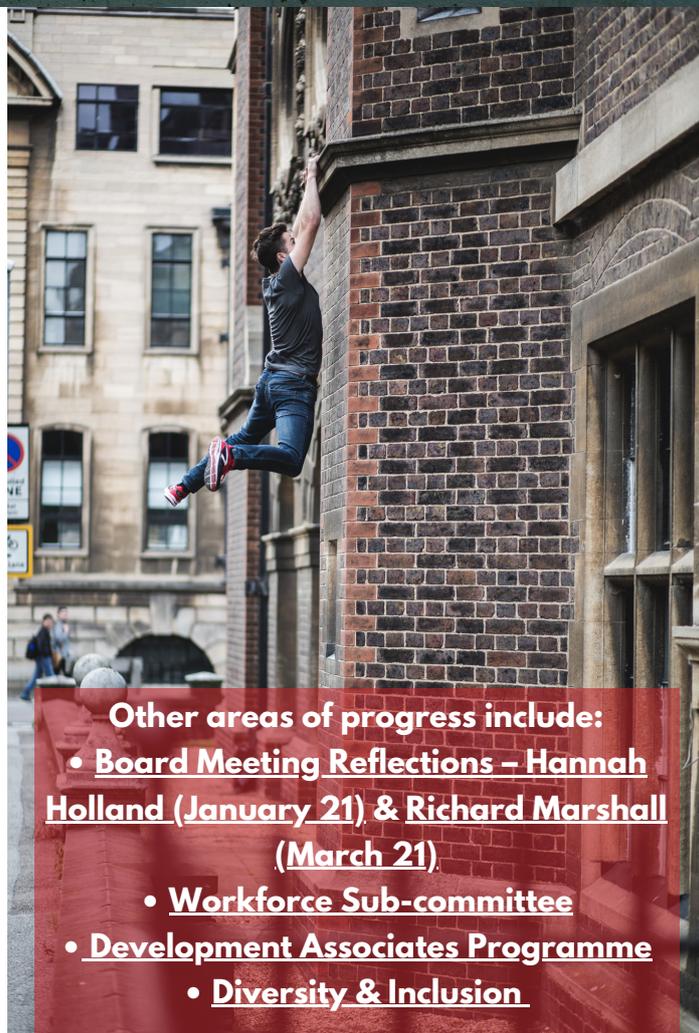
The UK made history in 2016 by becoming the first country in the world to officially recognise Parkour/Freerunning as a sport and Parkour UK as the National Governing Body (NGB), by the Home Country Sports Councils (Sport England, Sport Wales, sportscotland, Sport Northern Ireland and UK Sport).

In 2020/21 Parkour UK launched the 'Moving with Purpose' strategy and were awarded £120,000 from Sport England for 'capacity building' which for the first time enabled the employment of an executive team.

The strategy shares the organisations intentions through 5 clear objectives designed to build a sustainable and resilient future for the sport. These are grow our community, communicate, educate and influence, maximise culture and commercial opportunities, build our capacity and resources and insight and impact.

The emergence and growth of parkour during the last 10 years represents a period of 'justification'. Through the strategy we will transition to 'amplification' by leveraging necessary resources and effectively promoting, growing and developing parkour across England and the UK.

Following a successful first year in situ, Parkour UK have been awarded a further £120,000 from Sport England for 2021 / 22 to continue the work of the executive team.



Other areas of progress include:

- Board Meeting Reflections – Hannah Holland (January 21) & Richard Marshall (March 21)
- Workforce Sub-committee
- Development Associates Programme
- Diversity & Inclusion

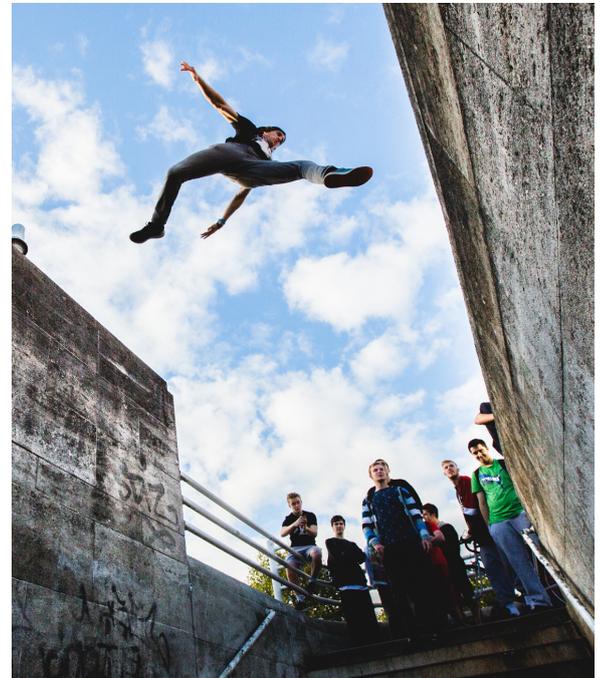
The Board



Our Board is made up of independent directors and elected directors. The skills brought by individual directors are complementary to ensure a complete skill set on the board.

This current mix of skills on the board include:

- Leadership
- Governance
- Digital
- Data
- Media
- Sport / Parkour
- Business Start-up & Entrepreneurship
- Marketing & Communications



We are looking for new independent directors to enhance the leadership, governance and understanding of the sports landscape in the UK, in addition applicants would skills and experience in at least one of the following areas:

- Finance
- Legal
- People & Workforce
- Income Generation

The Board is keen to achieve greater diversity within the board, including but not limited to, gender, age, ethnicity, and disability. We maintain a target of having a minimum of 30% women's representation on the Board. We are keen to achieve a diverse range of candidates and would welcome applications from all communities and backgrounds.

Two Senior Independent Directors

Working with the Board and the CEO, the Chair and senior Independent Director will have:

- The vision and ambition to create and develop the future strategy of Parkour UK
- Take the lead in ensuring the highest standards of conduct and governance for the organisation, including financial and legal compliance.
- Ensuring all activities are conducted in accordance with Parkour UK's culture and as set out in [articles](#), strategies, policies.

Key Duties

Strategic Focus

- Lead the oversight and delivery of the vision, strategy, values and policies of Parkour UK, in collaboration with the CEO and Board members.
- Ensure the organisation pursues its objects as defined in the Articles of Association, remaining cognisant that Parkour UK is focused on empowering people with disabilities to reach their potential through parkour, so ensuring their needs remain central to strategic decision making.
- Guide the Board in fulfilling its responsibilities for the highest standards of statutory and regulatory compliance, contractual and commercial obligations and the good governance of Parkour UK.
- Guide the Board in ensuring the organisation's financial stability by enabling discussions on the most appropriate use of funds and appropriate risk management.
- Maintain awareness of the organisation's performance in all areas and take action if required.
- Ensure the organisation protects its reputation and adheres to its values.

Leadership

- Provide effective leadership to the organisation, including representing the organisation and understanding the views of members.
- With the CEO, ensure effective implementation of Board decisions.
- Act as a signatory for Parkour UK where appropriate.
- Use and share knowledge to promote parkour and develop Parkour UK.
- Be an advocate for Parkour UK and the sport of Parkour.
- Endeavour to ensure Parkour UK is regarded as a respected governing body.

Senior Independent Director - Key Duties (continued)

Board Management

- Set the Board agenda, in conjunction with the CEO.
- Chair meetings of the Board promote effective decision-making and constructive debate.
- Encourage active engagement by all the members of the Board.
- Ensure the effective operation of Sub-Committees and working groups.
- Build an effective, skilled and diverse Board, evaluating its performance, initiating change and planning succession in Board appointments.
- Ensure that the performance of the Board and its Sub-Committees are evaluated regularly.
- Facilitate change in order for the Board and Parkour UK to continuously improve and develop.
- Address any area of conflict within the Board or organisation, in conjunction with the CEO.

People Management

- Lead in identifying and meeting the induction and ongoing development needs of individual Directors, in conjunction with the CEO.
- Ensure that the performance of individual Directors, and the Board as a whole, is evaluated regularly, and perform regular performance reviews.
- Provide guidance and support to the CEO in the performance of their duties and carry out regular performance reviews.
- Communication
- Ensure that Board members receive accurate, timely and clear information, in particular about the organisation's performance, to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
- Promote effective relationships and open communications, inside and outside the boardroom, between Directors, staff and stakeholders
- Ensure effective communications with all major stakeholders especially members and the wider parkour community.

General Requirements

- Manage own workload effectively.
- Attend appropriate events and meetings, e.g. Key stakeholder review meetings, Chair's events, Award ceremonies and consultation events.
- Provide excellent and timely customer service with both internal and external communications.
- Any other tasks or responsibilities as deemed appropriate and commensurate with the responsibilities of the role.

Senior Independent Director - Key Skills

Parkour / Lifestyle Expertise

Organisational context - Knowledge of the organisation and how it fits into the wider sports community, structured and unstructured. Awareness of the history of parkour in the UK (for example; Moving with Purpose strategy, 'Context' and Jump London).

Equality and diversity - Working towards removing barriers to participation and actively inputting into policies and practices to increase involvement from less-represented groups

Leadership Skills

Leadership - Providing leadership in setting the vision & strategic direction for an organisation in a changing environment and overseeing implementation to a successful conclusion. Leading the Board or a Committee in terms of managing meetings, maintaining good relationships and getting results.

Strategic thinking - Understanding the organisation, its business, its operating environment, and key relationships. Scanning the operating environment, seeing the big picture and the long term future, actively contributing to valuable strategic thinking by the board and to innovation.

Communication - Really listening to others, and openly communicating ideas articulately. Willing and able to give and receive feedback.

Using information - Proactively seeking and using the information needed by the board to fulfil its role effectively, including keeping it compliant with the law and regulation, driving strategy, managing key risks, and overseeing performance and financial results.

Developing and maintaining healthy relationships - Interacting with confidence, sensitivity and diplomacy. Providing both challenge and support appropriately. Able to relate well to all colleagues, to collaborate and maintain working relationships even when views differ.

Learning and developing - Demonstrating commitment and ability to continue to learn and develop in the board role, using feedback from colleagues.

Commitment to the board role - Preparing for and attending meetings. Respecting collective responsibility, confidentiality and the boundaries between board roles and staff roles.

Decisive - Able to weigh up all of the facts and opinions, and to make decisions in the best interests of the organisation.

Resilient - Engaging fully in boardroom debates, following through on actions agreed, and maintaining the level of energy required to perform the role effectively.

Aware of risk and accepting of appropriate risk - Understanding and accepting the board's risk appetite, identifying risks and ensuring they are managed, providing oversight to ensure improvement in risk scores.

Roles - Company Secretary - Key Duties

Company Secretary

Working with the CEO, the Company Secretary will ensure:

- The company complies with financial and legal requirements, as well as maintaining its high standards of corporate governance and in alignment with the articles, strategies, policies.
- Although not required to provide legal advice, the company secretary will need to have a thorough understanding of the laws that affect your areas of work.
- The company maintains effective communication between the board of directors, members and stakeholders.

Key Duties

- Report to the Chief Executive and often liaise with board members.
- Prepare agendas and papers for board meetings, committees and annual general meetings (AGMs) and follow up on action points.
- Take minutes, draft resolutions, and lodge required forms and annual returns with Companies House, the UK's registrar of companies.
- Ensure policies are kept up to date and approved by the committee.
- Maintain statutory books, including registers of members, directors and secretaries.
- Deal with correspondence, collate information and write reports, communicate decisions to relevant company stakeholders.
- Contribute to meeting discussions, and when required advise members of the legal, governance, accounting and tax departments of the implications of proposed policies.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- Liaise with external regulators and advisers, such as lawyers and auditors.
- Take responsibility for the health and safety of employees and manage matters related to insurance and property.
- Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Monitor the administration of the company's pension scheme - this may be a requirement in some smaller companies.
- Enter into contractual agreements with suppliers and customers.

Company Secretary - Key Skills

Skills

You'll need to have:

- Good verbal and written communication skills.
- Interpersonal skills and the ability to work well with people at all levels.
- Attention to detail and a well-organised approach to work.
- The ability to prioritise work and to work well under pressure.
- The capability to work with numerical information, plus analytical and problem-solving skills.
- A diplomatic approach and the confidence to provide support to high-profile company staff and board members.
- Management skills.
- Teamworking skills.
- Integrity and discretion when handling confidential information.
- A sound grasp of sports governance issues.
- A commercial frame of mind.

How to Apply



To apply, please submit:

·Specify the role you are interested in

·An up to date curriculum vitae, including comprehensive details of key achievements and responsibilities

·A covering letter of application (no more than two sides of A4) addressing the person specification

·Provide contact details including an email address and suitable daytime and evening contact numbers.

To Dan Newton – Chief Executive Officer to dan.newton@parkour.uk by midnight on 11 June 2021.

The selection panel will meet WC 14 June to decide a shortlist with formal interviews taking place on 21 / 22 / 23 June 2021.

If you would like an informal chat about the role you can contact [Dan](#) or the outgoing chair [Steve Mitchell](#).

