

**British Orienteering  
Chair  
Information Pack  
2018**



Photo Rob Lines

## About British Orienteering

British Orienteering is the national sports governing body for the sport of orienteering in the United Kingdom. It was founded in 1967 and currently has around 10,000 members and a further 38,500 participants take part in the sport on an annual basis.

We are a growing sport, striving to build on our past success by expanding our participation base into new markets and aiming to continue our record of punching above our weight in international competitions.

We are a dynamic and forward-thinking organisation, with over 10,000 individual members, a staff of ten, and a turnover in 2017 of £812,889. In the summer of 2022 we will host the World Orienteering Sprint Championships in the City of Edinburgh.

However, the external environment is changing with central government not funding core services and British Orienteering not being an Olympic sport. We will be operating in a challenging funding environment and therefore will have to develop the long-term strategy to develop our income streams to ensure long term sustainability.

## Purpose of the Role

To ensure effective governance, provide effective leadership and be the public face of British Orienteering.

## Key Tasks

1. Ensure that the vision for orienteering and corporate objectives are achieved.
2. Provide leadership for British Orienteering to be a collective force to unlock the potential of orienteering.
3. Represent British Orienteering with key national stakeholders.
4. Chair the British Orienteering Board, ensuring British Orienteering fulfils its purpose and is a model of high performance.
5. Implement principles of good governance and ensure commitment to the highest standards of integrity.
6. Partner with the British Orienteering Chief Executive to fulfil the above.
7. Knowledge, experience and the ability to leverage an existing network of contacts in a relevant sector is desirable.

## Person specification

1. Passion and commitment to growing participation and international excellence in orienteering, demonstrated by knowledge and experience of the sector.
2. Purposeful in vision, driving consistent direction on the strategic issues.
3. Credibility to build relationships and influence at a senior level both locally and nationally.
4. Collaborative style, building consensus while able to address and resolve conflict if required.
5. Sound knowledge of good governance.
6. Commitment to the highest standards of personal honesty and integrity.
7. Experience of organizational development, improvement and change management would be advantageous.

## Diversity

British Orienteering is committed to diversity and will promote diversity for all employees and members. We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

## Time and commitment

The role is estimated to take four days a month including four Board meetings per annum plus, Board teleconferences take place in between these (typically 2/3 times per year), some 2/3 conferences per annum, meetings with stakeholders as required, liaison with the Chief Executive and staff team meetings from time to time.

## Terms

The appointment will be effective following the British Orienteering Annual General Meeting in April 2019. It is for a three-year term, and up to three consecutive terms can be served. The Chair is appointed by the Board through an open recruitment process. The Chair can be drawn from within British Orienteering membership or from outside the Federation. If the preferred candidate is a voting member the appointment will be subject to election at the Annual General Meeting in April 2019. The role is voluntary. Travel and other reasonable expenses will be reimbursed.

## How to Apply

To apply, please complete an Application Form with a covering letter along with a completed Equality Form that explains what motivates you to apply and how you meet the requirements of the role by email to [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk).

## Further information

Further information about British Orienteering can be found at [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk) or by email [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk) or post to, British Orienteering, Scholes Mill, Old Coach Road, Tansley, Matlock, DE4 5FY or by telephoning 01629 583037.

## Timetable

Deadline for applications is **Friday 9 November 2018**

Interviews: Week commencing **3 December 2018**

If you would like to discuss this opportunity further please contact: Judith Holt, Chair British Orienteering ([judith.holt@britishorienteering.org.uk](mailto:judith.holt@britishorienteering.org.uk)) or Peter Hart, Chief Executive by email [phart@britishorienteering.org.uk](mailto:phart@britishorienteering.org.uk) or 01629 583037

# Application Form

## Personal Details:

<b>Title:</b>		<b>Surname:</b>				
<b>Forename(s):</b>						
<b>Address:</b>						
<b>County:</b>				<b>Post Code:</b>		
<b>Email Address:</b>						
<b>Day Tel:</b>			<b>Eve Tel:</b>			
<b>Mobile:</b>						
<b>Do you have a driving licence?</b>			<b>Do you have daytime access to a car?</b>			
<b>Preferred method of contact:</b>						
Post: <input type="checkbox"/>	Email: <input type="checkbox"/>	Day Tel: <input type="checkbox"/>	Eve Tel: <input type="checkbox"/>	Mobile: <input type="checkbox"/>		

## Qualifications and Training

Please list all relevant qualifications, training courses attended and awards gained relevant for this post.

Current Employment Details	
Name & Address	
Job Title	
Brief job description	

***Reasons for your application***

Please state why this post is of interest to you.

Please explain how your skills, experience and aptitudes make you suitable for this position. You may continue on a separate sheet if necessary.

Skills & Aptitudes	Experience
Accountability	
Communication	
Financial Awareness	
Governance	
Influencing	
Relationship building	
Strategic thinking	
Vision setting	

Please give the details of two referees whom we can approach for a reference, please note that we will not accept family members or partners as referees.

<b>Referee 1</b>			
<b>Name:</b>			
<b>Organisation:</b>			
<b>Address:</b>			
<b>County:</b>		<b>Post Code:</b>	
<b>Position within Organisation:</b>			
<b>Email:</b>			
<b>Tel:</b>		<b>Mobile:</b>	

<b>Referee 2</b>			
<b>Name:</b>			
<b>Organisation:</b>			
<b>Address:</b>			
<b>County:</b>		<b>Post Code:</b>	
<b>Position within Organisation:</b>			
<b>Email:</b>			
<b>Tel:</b>		<b>Mobile:</b>	

<b>Gender:</b>	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	
<b>Ethnicity: please tick the group with which you most closely identify:</b>			
African: <input type="checkbox"/>	Bangladeshi: <input type="checkbox"/>	Black (Caribbean): <input type="checkbox"/>	Black (UK): <input type="checkbox"/>
Chinese: <input type="checkbox"/>	Indian: <input type="checkbox"/>	Pakistani: <input type="checkbox"/>	White (UK): <input type="checkbox"/>
Other: <input type="checkbox"/>	_____		
<b>Disability or impairment: please specify any impairment, disability or other special requirement:</b>			

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## Declaration

Please note: Providing any misleading or false information will disqualify you from appointment. If appointed, it will render you liable to dismissal without notice.

I have read the above statement. By submission of this application I declare that the information given by me on this form now, and subsequently provided by me in connection with this application for employment, is complete and correct to the best of my knowledge. All questions relating to me have been correctly and fully answered. I possess the qualification(s) which I claim to hold. I also understand and accept that verification may be sought as to the factual basis of the information I have provided.

Signed

Date

**Please ensure you fill out the GDPR Recruitment and Selection statement below and return to our HR department with your application.**

**We will be unable to process application forms without the GDPR Statement signed, and your application will be destroyed.**

## General Data Protection Regulations 2018 – Recruitment & Selection

### **Privacy Statement**

*British Orienteering takes your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to British Orienteering, Scholes Mill, Old Coach Road, Tansley, Matlock DE4 5FY 01629 583037.*

### **Personal Data We Collect**

*We collect the following personal data relating to your employment application:*

- *Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)*
- *Employment history*
- *Qualifications*

### **How We Use Personal Data**

*Your personal data will be used to process your application.*

### **How Long We Will Hold Personal Data**

*Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment.*

*Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.*



### **Reasons We Share Personal Data**

We will not normally share personal data with anyone else, but may do so where:

- *There is an issue that puts the safety of our staff at risk*
- *We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this*

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- *The prevention or detection of crime and/or fraud*
- *The apprehension or prosecution of offenders*  
*In connection with legal proceedings*
- *Where the disclosure is required to satisfy our legal obligations*

### **How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

### **How to Access & Control Your Personal Data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- *Confirmation that their personal data is being processed*
- *Access to a copy of the data*
- *The purposes of the data processing*
- *The categories of personal data concerned*
- *Who the data has been, or will be, shared with*
- *How long the data will be stored for, or if this isn't possible, the criteria used to determine this period*
- *The source of the data, if not the individual*
- *Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual*

Subject access requests must be submitted in writing, either by letter or email to the DPO.

They should include:

- *Name of individual*
- *Correspondence address*
- *Contact number and email address*
- *Details of the information requested*

When responding to requests, we:

- *May ask the individual to provide 2 forms of identification*
- *May contact the individual via phone to confirm the request was made*
- *Will respond without delay and within 1 month of receipt of the request*
- *Will provide the information free of charge*
- *May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary*
- *If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.*

*Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:*

- *Withdraw their consent to processing at any time*
- *Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)*
- *Prevent use of their personal data for direct marketing*
- *Challenge processing which has been justified on the basis of public interest*
- *Request a copy of agreements under which their personal data is transferred outside of the European Economic Area*
- *Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)*
- *Prevent processing that is likely to cause damage or distress*
- *Be notified of a data breach in certain circumstances*
- *Make a complaint to the ICO*
- *Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)*

*NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.*

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by British Orienteering for the purposes stated.

Signed: ..... Date: .....

Please send a copy of your signed GDPR Form to [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk) or by mail marked "Confidential" to the HR Department, British Orienteering, Scholes Mill, Old Coach Road, Tansley, Matlock DE4 5FY