

# Governance and Operations Manager

Information Pack

July 2022



FFEDERASIWN SAETHU  
TARGEDAU CYMRU

WELSH TARGET  
SHOOTING FEDERATION

## **Governance & Operations Manager, National Governing Body of Sport**

The Welsh Target Shooting Federation (WTSF) represents five target shooting associations at a national level for governance, funding, and major international competitions. The five member associations are; Welsh Clay Target Shooting Association, Welsh Airgun Association, Welsh Rifle Association, Welsh Smallbore Rifle Association, Welsh Airgun Field Target Association. The WTSF represents these associations and their members to Sport Wales, Team Wales, the Welsh Government, British Shooting, and other bodies. The WTSF also selects, trains, and supports Welsh shooters to compete on the world stage at the Commonwealth Games, and is building upon the best-ever performance from the 2018 Gold Coast Games.

The WTSF launched an exciting new strategy in 2020 with the vision to build a thriving target shooting network in Wales. The WTSF is seeking a Governance and Operations Manager to manage and support the delivery of the new strategic plan. Applicants need not have experience in target shooting sports but must be interested in developing the sport by contributing their professional skills and novel perspectives to promote efficiency and productivity improvements.

The WTSF is a proud equal opportunity organisation, and especially welcomes women, disabled, and BAME applicants to further improve diversity of thought in discussions and decision making. Similarly, the WTSF is looking to increase its use of the Welsh language, and as such, applications from fluent Welsh speakers are encouraged.

The WTSF offices are based at the disability-friendly Sport Wales National Centre, Cardiff, and the WTSF will make any necessary adjustments to facilitate attendance at interviews and subsequent employment.

## Role Description

**Title:** Governance and Operations Manager

**Working Pattern:** 16 hours per week (40% FTE), permanent part-time flexible working.

**Salary:** £17.00 per hour, £32,708 (FTE)

**Other benefits:** On-site parking, training budget, holiday pay, computer equipment provided, access to Sport Wales National Centre gym facilities.

**Location:** Flexible working from home and in the WTSP office in Cardiff, Wales. Applicants should be willing and able to travel to Cardiff at least once every three weeks.

## Role Summary

- To provide support to the Board and its committees
- To manage the delivery of the WTSP's Strategic Plan
- To lead on the relationship with other NGB's and the delivery of action plans relating to Equality, Diversity and Inclusion.
- To provide a human resource advice to the WTSP and be responsible for development and update of all policies.
- To support special projects including insurance, web site management, risk management and the implementation of a membership IT solution.
- To act in accordance with the organisation's values, obligations, and commitments.

## Responsibilities

### GOVERNANCE

#### Board & Committee Support

- Supports the Chair in the development, review, revision and compliance with the WTSP's governance policies and bye-laws.
- In collaboration with the Chair and the Company Secretary, oversee the recruitment of Board members
- Supports Board training and develops relevant educational resources on Board member roles, responsibilities and decision-making processes.
- Support the Chair and the Finance Director in developing the organisational budget

#### Strategic Planning and Priority Setting

- In association with the Chair, manages the WTSP's strategic plan, including priority setting, implementation, identifying and monitoring success indicators and evaluating outcomes.
- Develops structured change management plans and processes to drive organisational change in alignment with the WTSP's strategy.

#### External Relationships

- Develop and maintain collaborative working relationships with WTSP Board members and staff.
- Develop strong working relationships with Sport Wales, other NGB's and Home Nations to enable knowledge and best practice sharing.
- Lead on the Equality, Diversity and Inclusion plan and work with relevant organisations to ensure widespread engagement and full compliance with legislation.

### **OPERATIONS**

#### Human Resources

- Develop, implement and update appropriate HR policies, to be agreed by the Board.
- To take lead responsibility for all staff recruitment and maintain and develop appropriate contracts of employment.
- Be responsible for all staff recruitment.

#### Special Projects

- Conduct the annual review of all WTSP policies and procedures to ensure compliance with best practice and legislation.
- Conduct the annual review of all insurances
- Chair the risk management committee and ensure the register is up to date and reported to the Board
- Ensure all relevant Sport Wales returns are completed and submitted on time.
- In conjunction with the Development Manager, manage and updated the WTSP website.
- Lead on an organisation wide implementation of membership software.
- Work co-operatively with other staff members on Procurement activities.
- Act as the organisations Data Controller for the purposes of the Data Protection Act

Please note that the description above reflects the core and regular responsibilities of the role at present; however, subject to discussion, additional duties may arise as the role and company develop.

## Accountability

The post holder will be accountable to the Chair of the WTSF Board.

## Person Specification

The successful candidate will recognise how sport and physical activity contributes to society and the health and wellbeing of individuals. Knowledge of target shooting is not an essential requirement for the role however applicants must have a genuine interest in supporting and developing the sport.

Previous governance/operations experience is essential as the WTSF requires a quick starter who can hit the ground running to meet the organisation's needs. The successful candidate will need to be comfortable working constructively and collaboratively with other staff to make decisions in the best interest of the WTSF.

The WTSF is a proud equal opportunity organisation and is seeking to increase diversity of thought in decision making. Therefore women, people with disabilities, and BAME applicants are especially welcome and encouraged.

	Essential	Desirable
<b>Governance experience</b>	Experience in a governance role in a public body or private company.	Significant experience as a company Governance officer/manager
<b>Board governance</b>	Experience in developing policies and procedures for a company Board	Experience of working with a Board
<b>Human Resources</b>	Experience of recruitment. Understands the statutory and regulatory requirements of a company limited by guarantee.	Experience in an operational HR role either in an HR team or as a line manager with staff responsibility. Experience of developing individual training programmes.
<b>Strategic Plan implementation</b>	Experience of working to and delivering structured change management plans to be agreed by the Board	Able to develop detailed structured change management plans and processes to drive

		organisational change as agreed by the Board
<b>Software skills</b>	Experience of maintaining a website. Experience of implementing a software project	Experience in the development and maintenance of a company website. Project lead for the selection and implementation of a software project.
<b>General IT Skills</b>	Competent with opening and producing documents via Microsoft Word and Excel.  Competent communicating via email, phone, and online video conferencing.	Previous experience producing documents and digital communications for a National Governing Body.
<b>Professional Relationships</b>	Understands the importance of maintaining professional relationships both internally and externally with partners	Previous experience in building and maintaining professional good financial relationships.
<b>Board Meeting Attendance</b>	Commitment to attending WTSF board meetings and contribute to governance reporting to the board. (meetings are each quarter)	Experience producing and presenting complex reports to a company board
<b>Partner Meeting Attendance</b>	Commitment to periodical meetings with finance and funding partners.	Experience in governance and operations oversight and reporting meetings within the public sector
<b>Welsh Language</b>		Ability to speak, read and write in Welsh.

### How to Apply

Welsh Target Shooting Federation is committed to recruiting a diverse, skills-based staff, and encourages applications from people from currently under-represented groups such as disabled, BAME, and women.

- You should submit a current CV and a covering letter that explains how you meet all the Essential and any Desirable Criteria set out in the Person Specification. Email these to david.lloyd@wtsf.org.uk or return to the address below. Please also indicate if there are any dates you will be unavailable for interview.
- Following your application, please complete an anonymous Equality Monitoring Form online or offline and return to david.lloyd@wtsf.org.uk or by post to: David Lloyd, Welsh Target Shooting Federation, Sport Wales National Centre, Sophia Gardens, CF11 9SW.
- The closing date for applications is 1<sup>st</sup> August 2022.

### **Additional Information**

- Interviews are expected to begin in the week commencing 8<sup>th</sup> August 2022.
- Please note you will not be invited to interview if you do not meet all of the Essential Criteria in the Person Specification.
- The Welsh Target Shooting Federation reserves the right to close the application process early if many applications are received. We therefore advise potential applicants to submit their details (see How to Apply) as soon as possible.
- The Welsh Target Shooting Federation will endeavour to reply to all submissions individually, however this is not always possible.
- If you would like to discuss the role before applying, please contact the Chairman via email (martin.watkins@wtsf.org.uk).