



**TABLE TENNIS
WALES**

**Non Executive Director,
Chair, Table Tennis Wales**



Table Tennis Wales (TTW) is the National Governing Body (NGB) for the sport in Wales. Our mission is to be a well-run and financially stable governing body promoting an environment within which more people from all backgrounds can enjoy table tennis and realise their full potential

1. TTW Vision

That table tennis in Wales will continue to be a growing and successful sport with opportunities for all. We are a company limited by guarantee and all Board Members are Directors of the company. At an exciting time for TTW, we are currently seeking a new Chair of the Board to join us to drive the strategy and direction of the organisation.

2. Role Description

Role Title:	Chair
Time Commitment:	Approximately 3-4 days per month . There are 5 board meetings per year and board members may be asked to lead working groups and represent the organisation at other relevant meetings and events.
Remuneration:	The position is voluntary and all reasonable travel and subsistence and expenses will be reimbursed.
Term of Office:	The Chair will be appointed for a one year term (renewable in September)
Location:	Flexible. The majority of meetings are held in Cardiff and Skype is available. The TTW office is located at the Sport Wales National Centre, Sophia Gardens, Cardiff.
TTW Employees:	The General Manager is based at the Cardiff office and the Coaching Manager and Development/National Coaches deliver across North Wales/South East Wales.

3. Role Summary

TTW Chair Key Responsibilities

- To lead the board in promoting and directing Table Tennis Wales to meet its primary objectives, including setting the organisation's vision, values and strategic direction
- With the board, to ensure TTW's organisational structure and capability, including the resources available, are appropriate for implementing the strategy
- To ensure the effectiveness of the board in securing the long-term success of the organisation and the sport of Table Tennis



- To manage, support and act as a trusted adviser to the General Manager, liaising closely and holding them to account for the achievement of agreed plans while maintaining a high level of staff morale, commitment and motivation
- To be an ambassador for the sport of Table Tennis and to assist the General Manager in developing and maintaining relationships with key stakeholders and funders
- To ensure the board maintains careful oversight of any risk and/or financial standing of the organisation
- To ensure that decision-making is democratic, and everyone can make a full contribution in meetings; enable the Board to function as a team
- Able to “lead from the front” in terms of demonstrating the highest standards of integrity at all times. Ensure that Board and Staff aspire to best practice in all areas of corporate and sport governance

4. Person Specification

The successful candidate will have a proven track record of effective leadership in an organisation with multiple stakeholders. They will demonstrate credibility and gravitas to lead the organisation and represent table tennis at the highest levels. An interest in sport and table tennis is desirable.

Role Competencies

- **Commitment to Table Tennis Wales, its values, goals and ethics**
- **Can drive and develop high performing boards**
Can inspire with confidence and commitment, encouraging all Board members to contribute to ensure fulfilment of strategic aims
- **Understanding of the environment**
Understanding the contribution sport makes to society and the funding available to sports bodies
- **Influencing skills**
Strong interpersonal and negotiation skills, with the ability to develop effective partnerships and gain commitment
- **Understanding of good corporate governance**
Has experience of applying sound governance principles to decision-making, systems and structures.
- **Understanding of sports governance**
Knowledge of sport-related governance standards and challenges, including important areas such as safeguarding, anti-doping



- **Highly developed communication skills**
Excellent oral and written communication skills. Able to adapt communication and messages to a variety of audiences
- **Values-based behaviour**
Displaying integrity, objectivity, accountability, openness, honesty, and leadership. Instils trust and confidence and behaves in a fair and ethical manner toward others
- **Strong analytical skills**
Ability to analyse and assess information to make effective decisions
- **Business skills and experience**
Experience of applying business principles. This might be within a corporate business, membership, not-for-profit or sporting organisation.

Additional information

Please submit a CV with a supporting letter which sets out how you meet the person specification and your suitability for the role to: Neil O’Connell, Company Secretary: company.secretary@tabletennis.wales.

If you would like an informal discussion regarding this role then please contact either Rhian Pearce, General Manager on: 029 20 334999 or rhian.pearce@tabletennis.wales

or Neil O’Connell, Company Secretary on: 01495 352118 or company.secretary@tabletennis.wales

TTW is committed to equality of opportunity and the formation of a balanced, inclusive and skilled board. TTW positively encourages applications from suitably qualified and eligible candidates regardless of race, disability, age, sexual orientation, religion or beliefs.

Closing Date: 5pm, Friday, 27th April 2018