



commonwealth sport foundation

Sport is Just the Beginning

Let's harness the power of sport to change lives,
and the power of our community to change the world.

Board of Trustees Application Pack

Closing date: 4 December 2020



1. Welcome from the Chair

Dear Applicant,

Thank you for your interest in the Commonwealth Sport Foundation. This is a rewarding and fulfilling voluntary role positioned at the very centre of the Commonwealth Sport Movement. Through our brand-new charitable foundation, we will support the Movement's vision to create peaceful, sustainable and prosperous communities across the Commonwealth through sport.

The Foundation is based in the United Kingdom and regulated by the Charity Commission for England and Wales. The recruitment of the Board of Trustees is a critical milestone to ensure a leadership team from across the Commonwealth is established. We are effectively in "start-up" mode; partnership, project and fundraising strategies are at the early stages of development. This is therefore a unique opportunity to shape and steer the impact of this important entity in an urgent time of need and priority. Our preliminary partnership efforts focus on strategic support and thoughtful input from leaders and organisations with common cause, as we build this first-of-its-kind foundation for Commonwealth Sport.

Since the very first Games in 1930, the Commonwealth Sport Movement has passionately believed in the exceptional power of sport as a force for good. This inclusive vision is brought to life by the Commonwealth itself, a voluntary association of 72 nations and territories, comprising some of the world's largest countries, like India with over 1.2 billion people, to some of the world's smallest, like Nauru with a population of just 10,000. Over 80% of the world's small states and island states are in the Commonwealth. More than 60% of Commonwealth citizens are under the age of 30.

Today, Commonwealth citizens and communities are faced with urgent issues and challenges impacted by the COVID 19 pandemic, compounding longstanding or systemic issues relating to poverty, conflict, climate change, racial inequality, discrimination, economic uncertainty, health and wellbeing, education, the digital divide and post-colonial legacies.

However, with our shared history and global and cultural diversity, we can be united by our common ambitions and collective impact, as well as our past.

We are looking for energetic, committed and capable people to take the Foundation forward to new levels of impact and engagement in the world of sport, development and peace.

I hope you enjoy reading our recruitment pack. We look forward to hearing from you.

Yours faithfully,

Christian Brodie
Chairman
Commonwealth Sport Foundation



2. About the Commonwealth Sport Foundation

Unanimously adopted in 2015 by all 72 nations and territories of the Commonwealth, the Commonwealth Sport Movement's [Transformation 2022 Strategic Plan](#) outlined a paradigm shift in the Movement's activities beyond traditional oversight and delivery of a quadrennial sporting spectacle towards a wider vision, serving and benefiting communities every day, based on partnership, engagement and value generation.

This new vision built on the re-energised platform created by the universally acclaimed success of Glasgow 2014, which saw legacy-planning, community benefit and human rights fully integrated into the delivery of the Commonwealth Games like never before. In a global first, £6.5m was raised with UNICEF for the children of the Commonwealth as part of a global call to action during the Glasgow 2014 Opening Ceremony.

The 2015 Strategic Plan therefore planted the seed for the scoping and early development of a charitable foundation to support the Movement's position as a contemporary, progressive and positive force for good.

Following extensive member consultations during the Commonwealth Games Federation's programme of international regional meetings, plans for the scope and formalisation of a Commonwealth Sport Foundation gathered pace. The Transformation 2022 Strategy was updated (and adopted at the 2019 General Assembly in Kigali, Rwanda), including a new strategic pillar focusing on the Movement's renewed ambition to realise "Our Collective Impact". Guiding principles were agreed:

- To respect, protect, promote and empower Commonwealth athletes and citizens as the core beneficiaries of our programmes and initiatives
- To include and connect the voices of young people and affected groups
- To innovate in the delivery of our programmes to build awareness, advocate for change and act to address social issues facing the distinct contexts where we operate
- To use the power of sport to respect, protect and promote human rights, uphold the highest standards of integrity and transparency and nurture long-term sustainable development in all that we do.

Consequently, in late 2019 and throughout 2020, focused work has commenced to establish the Commonwealth Sport Foundation as a viable contributor to development initiatives across the Commonwealth.

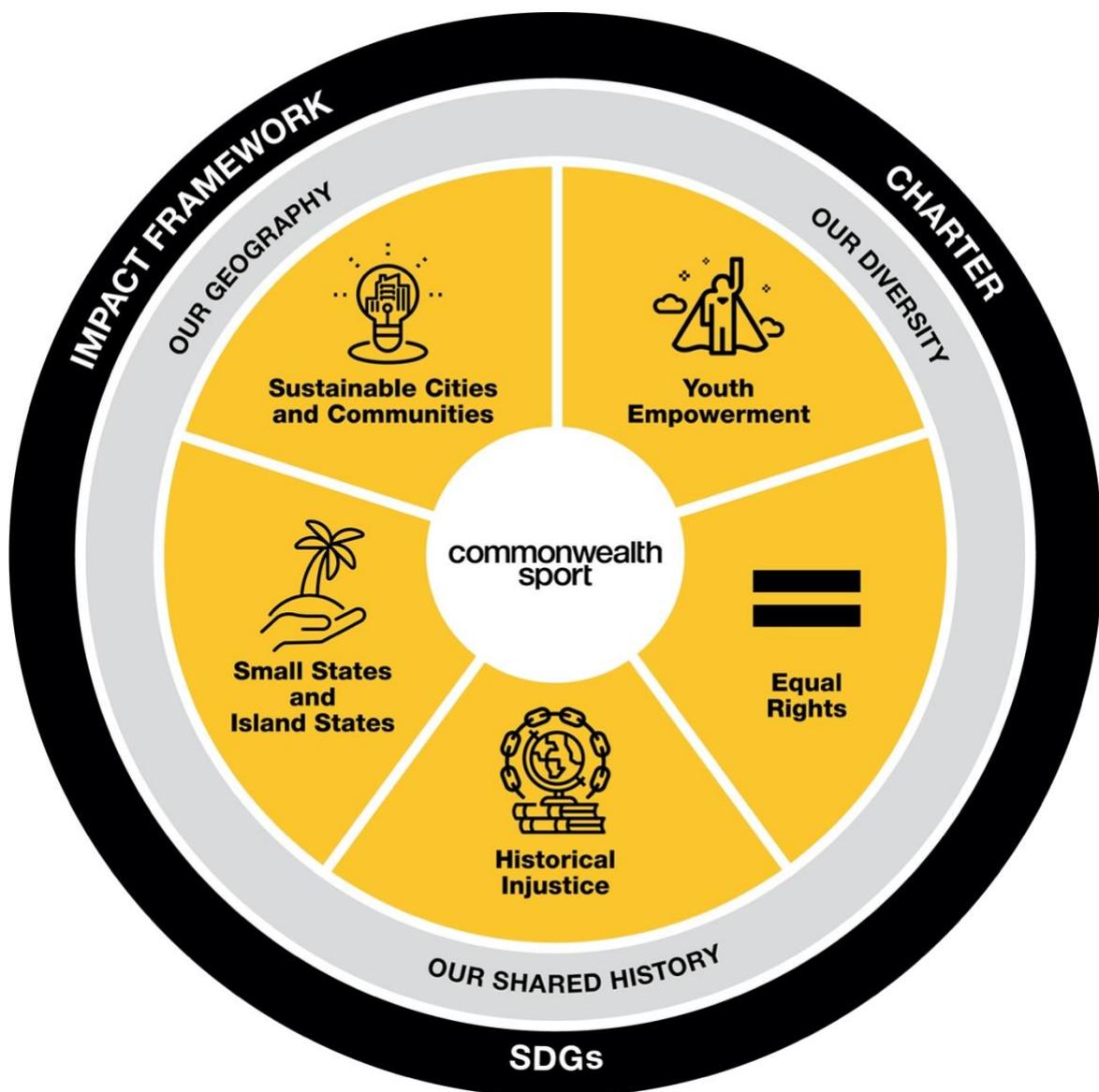
Our vision for the Foundation fully aligns with and contributes to the overarching vision for the Commonwealth Sport Movement. Through the brand-new charitable foundation of the Commonwealth Sport Movement, we can create peaceful, sustainable and prosperous communities across the Commonwealth through sport.

We passionately believe that Commonwealth Sport has a unique and essential role to play, given the context of our shared history, our global geographic reach and our defining diversity.



Through the Commonwealth Sport Foundation, we will proudly unite under the Commonwealth Charter and the UN's Sustainable Development Goals (SDGs) to help address some of the world's biggest challenges: Youth Empowerment; Equal Rights; Historical Injustice; Small States and Island States; and Sustainable Cities and Communities. In so doing, we will be guided by our Commonwealth Sport Impact Framework¹, aimed at defining, assessing, communicating and ultimately driving the positive impact the Games and the campaigns and development programmes associated with Commonwealth Sport have on the diverse societies, economies and physical environments we aim to serve.

Our five priority areas (below) centred around sport and informed by our unique Commonwealth context and guiding frameworks, will help us to guide programming, measure impact and support fundraising.



¹ For more information on the Commonwealth Sport Impact Framework, please refer to p22-23 of [Transformation 2022](#).



3. Trustee Role Description and Person Specification

The Trustees will be working at the forefront of the sport and social impact agenda, driving change in the world of sport and how it positively impacts communities across the Commonwealth. They will be responsible for overseeing the strategic direction of the Foundation, supporting and guiding the inaugural campaign to establish the Foundation while growing the team and supporting the Foundation's alignment to the broader Commonwealth Sport Movement.

The role of the Board of Trustees for Commonwealth Sports Foundation (CSF) is to provide leadership and oversee the management of the Foundation, in line with its charitable objects and as required by law. Key objectives are to raise additional funds and oversee the allocations of funds for the delivery of programmes that directly impact across the Commonwealth family.

The Trustees are appointed by the Commonwealth Games Federation and once appointed act independently to this organisation. Trustees are chosen for the skills, experience and insights which help them provide strategic direction to the Foundation's work and make sure it is run effectively, for the benefit of the Commonwealth communities it exists to serve.

The Board of Trustees is responsible for ensuring the CSF's objectives are adhered to and that appropriate mechanisms are in place to protect its assets. Day-to-day operation of the CSF is delegated to the management team. Being a Trustee is an unpaid, voluntary role, but one which offers highly rewarding opportunities to make a difference to communities throughout the Commonwealth. Travel and other reasonable expenses incurred by Trustees on Foundation business will be reimbursed.

The Charity Commission says that charity Trustees:

- Are the people who serve on a charity's governing body and are united by their wish to create positive change in society
- Have ultimate responsibility for directing the charity, delivering its charitable objects and ensuring that the charity is well-run and efficient
- Must act with integrity and avoid personal conflicts of interests
- Must use reasonable care and skill as Trustees, with the benefit of their personal skills and experience as necessary.

As the Foundation is also a company limited by guarantee, the Trustees will also have responsibilities as Company Directors. Due to the global nature and composition of the Board, Trustees will be required to attend regular board meetings, which will be held quarterly and mostly via video conference, however the frequency and format may change at different stages of the Commonwealth quadrennial period. In addition, there is an expectation that Trustees will become actively involved in additional Foundation activities to include but not limited to committee meetings and functions and contact with the management team. In addition to the above, the Foundation will be looking for applicants with proven skills and expertise in the following:

- Charity Governance and Legal Compliance
- Charity Finance and Investment
- Audit and Risk Management
- Donor and Gift Fundraising



- Grant writing and Evaluation
- Sport for Development and Peace Programming
- Marketing and Communications
- Youth Activation and Engagement

It is important for the Foundation to have a Board of Trustees that has a range of complementary skills and expertise gained in a variety of sectors and is representative of the Commonwealth's diversity. It is important to ensure that the Board of Trustees collectively has the appropriate knowledge, skills and experience to meet the requirements of the person specification. The Trustee will be invited to attend the Commonwealth Games events and will be expected to host key stakeholders and as an output aid growth.

Vitaly, it is essential the Trustees are regularly and systematically monitoring and evaluating the impact the Foundation is making and seeking ways to continuously increase its positive impact across the Commonwealth.

4. Trustee Person Specification

The Trustees of the Commonwealth Sport Foundation will have overall responsibility for the integrity of the charity. They will be passionate about communicating and promoting the strategic vision internally and externally to all partners and stakeholders ensuring we are telling the stories of how we are using the power of sport to drive social impact for Commonwealth communities, athletes and citizens. They will believe that the power of sport can change a life and the power of community can change the world.

5. Other Information

Please find below links to useful information related to the Commonwealth Sport Movement

- [CGF Website](#)
- [Transformation 2022 Refresh \(Commonwealth Sport Movement's Strategic Plan 2019-2022\)](#)
- [Commonwealth Secretariat](#)

6. Recruitment Process

The Commonwealth Sport Foundation is looking to identify from a global search the widest possible field of suitable candidates. Interested applicants should provide a CV and a brief supporting statement outlining the reasons for your interest in a Board of Trustees role and what you believe you can offer to the work of the Foundation.

Applicants are asked to include your full contact details including daytime and evening telephone numbers.

The closing date for applications is **Friday, 4 December 2020** at 17:00 GMT.



Interviews will be held in early **December/January via video and/or audio conferencing.**

The preferred method of application is via email to info@commonwealthsportfoundation.com. All applications will receive an automated response.

Any postal applications should be sent to: Commonwealth Sport Foundation, 55-58 Pall Mall, London, SW1Y 5JH

If you would like to have a conversation before making an application, or for accessibility purposes would prefer to apply by alternative means, please contact Maria Adan at m.adan@thecgf.com.

7. Commitment to Equality, Diversity and Inclusion

The Commonwealth Sport Foundation strives to embed equality, diversity and inclusion into our charity, not just in our programmes, projects, events and services but also in our workplace.

We value and are committed to the diversity of the Commonwealth of Nations and Territories and aim to have a board and workforce that reflects this. We therefore encourage applications from all sections of the community.

We are committed to ensuring that all applicants are provided with equality of opportunity. This commitment is reflected in our appointment policies and practices, recognising the provision of equal opportunities as a matter of good governance.

The aim is to promote equality of opportunity so that no applicant will be subject to unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, religion, disability, sexual orientation, offending background, membership or non-membership of a trade union or political beliefs.