



The UK's only charity dedicated to supporting all sportspeople to successfully transition into a life outside of sport.

Trustee & Senior Volunteer Recruitment Pack

www.switchtheplay.com



@Switch_the_Play

Registered charity no 1187733

Thank you for your interest in joining Switch the Play Foundation as a Trustee on our main Board, or as a Senior Volunteer on our new Changing Lives in Sport Advisory Boards.

Switch the Play was established in 2014, but converted to a charity in 2020 and as co-founder I myself have spent much of that time in a voluntary capacity . I can't understate the tremendous value and impact that volunteers have played and continue to play for Switch the Play Foundation.

We are proud to have supported over 1,000 sportspeople in 2020 with their personal development and helping them to prepare for life outside of sport. Yet, demand for our services is growing and we are passionate not just about the reach we can have but also about the positive difference that we can help to have on people's lives.

Following a strategic review of our Board, we are excited to be recruiting for new Trustees to our main Board as well as establishing two new volunteer Advisory Board's, which will help us to both unlock greater capacity to raise funds, and also to help ensure that our services have the greatest impact for our beneficiaries - current and former sportspeople. From our own perspective, we are committed to ensuring that volunteering with Switch the Play Foundation is a positive and beneficial experience for you.

Your willingness and interest in supporting us in this way as we begin year two of our journey as a charity, is already greatly appreciated. We want this to be an inclusive process to attract a diverse group of people that can come together around our shared ambition. If you think you can contribute please come forward and get in touch, we would love to hear from you.

Best wishes,



Rob Young MBE
Chief Executive

Before reading any further - are you:

- A current or former sportsperson.
- Somebody who has an interest in helping people to grow and develop.
- Somebody with an interest in career transitions (in sport or other sectors, e.g. military).
- Somebody with experience of charitable or commercial fundraising.
- Somebody who currently or has previously worked in a role in high performance sport.
- Somebody who is looking to develop yourself with experience of working on a Board.
- Somebody with lots of experience on different Board's looking for a new challenge.
- Somebody who is / has been a business leader or involved in technology or marketing.
- Somebody who wants to give back and support the growth of a small charity

If you can answer 'yes' to ANY of these questions, then we would love to hear from you.

We are the UK's only charity dedicated to supporting all sportspeople to successfully transition into a life outside sport. We have a vision of a world where every sportsperson fulfils their potential at every stage of their lives. Our mission is to empower sportspeople to be their best through and beyond sport by providing person-centred training, wellbeing and transition support.

Leaving a life in sport can be really tough. Not all sportspeople win gold medals, international caps nor million-pound contracts and when their sporting careers come to an end most will need to start a second career. The evidence shows that for some, this transition can also lead to a loss of identity, a lack of purpose and financial and mental health challenges.

We aim to make athlete transition a positive experience. Preparing sportspeople for that switch will help them fulfil their potential through and outside of sport.

Please see a copy of our latest Impact Report [here](#) for more information about our work.



ROLE 1: TRUSTEE

The Trustees meet throughout the year to oversee the business, strategy and long-term planning of the charity.

The core purpose of the Trustee Board is to:

- Be responsible for setting the strategic direction of the charity and maintain the vision, purpose, values and Team Code.
- Provide leadership in developing, approving and monitoring the implementation of our strategy.
- Ensure that the charity operates to the highest standards of governance and risk management.
- To make high quality decisions to allow Switch the Play Foundation to fulfil its charitable purpose.
- Be the ultimate decision-making body for the charity.
- To ensure that the Switch the Play Foundation pursues its charitable objectives as defined in its governing document.
- To ensure that Switch the Play Foundations uses its resources exclusively in pursuance of its objectives.
- Complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure the financial stability of the charity. This includes agreeing strategic priorities for funding and investment and ensure that financial information is accurate and that controls, monitoring and reporting systems are robust.
- To provide scrutiny and constructive challenge with regard to operational matters (delivery plans, policies, performance).

Location

- Flexible. We will conduct meetings online but where feasible we will look to bring the Board together in person at least once per annum.

Availability

- Trustees appointments are for a term of 3-years (with options to extend for additional terms.)
- There are four main Trustee meetings a year with Trustees supporting specific areas of work via one of three sub-groups – Business Operations (including audit and risk); Fundraising, and Athlete Services.
- From time-to-time attendance may also be requested to support ad hoc meetings and events, e.g. fundraising events.

ROLE 2: SENIOR VOLUNTEER (ATHLETE SERVICES)

The primary function of our new Advisory Board will be to support the Switch the Play staff team in the development and evolution of our Athlete Services to ensure our offer is needs led, informed by the latest industry and academic insight, and helps to have a positive impact on the beneficiaries of our charity – current and former sportspeople. In short, the Board will help advise the Executive Team to ensure that the athletes needs are at the heart of every decision.

The main functions of the role include:

- Ensuring that Athlete needs and the voice of the Athlete are central to our service offer.
- Support and challenge the Executive Team in reviewing our current service offer to help inform areas of potential development:
 - 'Switched On' Athlete Membership
 - Life Skills Masterclasses
 - Career Pathways Service
 - Coaching and Mentoring
 - Learning and Development programmes, e.g. Life Beyond Sport Bootcamps
 - Mental Health Support Services, including our TEAMmate emotional support helpline.
- Advising on the development of new potential services.
- Helping to oversee the development, launch and decision making for a new Bursary programme for Athletes to access grants that will help support their transition.
- Sharing new insights and perspectives, to help challenge the Executive Team, to encourage innovation and collaboration, all with the purpose of fulfilling our core charitable objects.
- Champion the work of Switch the Play across your personal and professional networks, helping us to grow our reach across key audiences.

The group will have a membership of 6-8 people and will include representation from at least two Trustees. The group will report to the main Trustee Board.

Location

- Flexible. We will conduct meetings online but will, where feasible look to bring the group together in person at least once per annum (subject to social distancing restrictions).

Availability

- We are looking for volunteers who are keen to commit to a minimum of twelve months (with the option of additional terms). We ask that you are available for at least 4 meetings per annum meeting (at a recurring time and date, to be agreed and confirmed) and be willing to attend other relevant events and meetings from time to time.

ROLE 3: SENIOR VOLUNTEER (FUNDRAISING)

The primary function of our new Advisory Board will be to support and enable opportunities for Switch the Play Foundation to unlock new fundraising opportunities and ultimately, help us to reach more sportspeople who need support with their transition to life outside of sport.

The main functions of the role include:

- Supporting the delivery of our new (and first ever) fundraising strategy
 - Identifying potential new sources of charitable income
 - Advising and supporting on the delivery of planned fundraising events and relationships with corporate partnership prospects
 - Sharing new insights and perspectives to help challenge Switch the Play's Executive Team and to encourage further innovation and collaboration.
- Championing the work of Switch the Play across your personal and professional networks
 - Introducing Switch the Play to potential, relevant donors and corporate partnership prospects
 - Prompting engagement with specific Switch the Play campaigns, appeals and activities
 - Inviting prospective donors and supporters to our fundraising events – from in-person gala dinners to online webinars and sporting challenges.

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Training and benefits

All volunteers will receive an induction about Switch the Play, which will include learning about our vision and mission, our services and some of the stories of the sportspeople we've helped. We are committed to ensuring that volunteering for Switch the Play is a rewarding experience, but we appreciate individual motivations for why you want to get involved may vary greatly. We would love to know what you would like to achieve by being part of our team. Tell us more within the application form.

Equal opportunities

Switch the Play is committed to creating a safe working environment. All recruitment is undertaken in line with our Safer Recruitment Policy. We are committed to Equal Opportunities for all and welcome applications from all suitably qualified individuals regardless of race, gender identity, biological sex, disability, religion/belief, sexual orientation or age

Expenses

Travel Expenses will be covered in line with the Switch the Play Foundation's expenses policy.

HOW TO APPLY

We have created a straightforward online application form where you can apply for any of the three roles. Please complete this along with:

- A copy of your up-to-date CV, or
- A link to your LinkedIn page.

Deadline for applications – Friday 16th April (17.00).

We cannot guarantee that any applications received after this time will be considered.

Shortlisted candidates will be informed by Wednesday 21st April.

Interviews will take place w/c 26th April or w/c 3rd May (online via Zoom).

Please note we have a Trustee Board meeting scheduled for 16.00 on Tuesday 11th May (online via Zoom). It is our hope and intention that the new Trustees will be able to join this meeting. Meeting dates for the two Advisory Boards are to be confirmed.

Download the application form via our website
switchtheplay.com/support-us/volunteer-for-us/

Email your application and any questions to recruitment@switchtheplay.com

THANK YOU - WE LOOK FORWARD TO HEARING FROM YOU SOON.