

TRUSTEE RECRUITMENT INFORMATION FOR APPLICANTS

mytimeactive

MESSAGE FROM THE CEO

Would you like to help us really improve the well-being of your local community? As a Trustee with Mytime Active you will have the perfect opportunity to do so.

At Mytime Active, we are on a mission to improve the wellbeing of our local community. Put simply, we want to help everyone get more out of life. We do this by following our unique four pathways to wellbeing, and by making physical activity and healthy living easy, accessible and fun.

Mytime Active was established in 2004, born as a charity and a social enterprise to run the leisure services for the London Borough of Bromley. We are now working in partnership with Local Authorities in London, Midlands, Kent and Hampshire and are proud of all our leisure, golf and health services. We employ around 800 amazing people, who work incredibly hard improving the wellbeing of thousands of customers every day.

As we emerge from the Covid pandemic, during which our facilities and services were forced to close, we believe that our wellbeing mission is more important than ever. Looking forward with confidence, we will focus on growing our social impact as well as on rebuilding our business to be profitable once again. We do not have shareholders; all surpluses that we generate are invested back into our local communities.

What are we looking for?

To help us on this journey, we are looking for new Trustees with a passion for wellbeing and a commitment to improve their local community. Our Trustees are relied upon for broad advice on business and social impact, as well as for ensuring that our senior executive team remains supported whilst constructively challenged. Previous experience at Board level or senior executive level is desirable, but commitment to team working, learning and making a difference is essential.

We consider the Board to be a team and are looking to have a mix of skills and experience amongst the Board as whole. Our mission is to improve the wellbeing of the whole community and so we are keen to have perspectives we are currently missing from the Board, from younger people, from customers, from people from non-white communities and from people with disabilities.

This is a voluntary role which does not attract any salary, although expenses incurred will be reimbursed. We will rely on you to prepare for and attend between 4 and 6 meetings per year, normally in person in a central Bromley location. During the pandemic we have been meeting via Zoom, and we may decide to continue to have some meetings in this way if that is the most effective approach.

Thank you for your interest,

Marg Mayne



WHAT WE DO

At Mytime Active, we believe that every individual, family and community can get more out of life. We do this by making activity and healthy living easy, accessible and fun. By weaving it into part of local life, and embedding it into everyday routines, we aim to help our customers be healthier and happier, and live life to the full.

OUR ETHOS

Simply put, we take a holistic approach to wellbeing. We are guided by our unique four pathways to wellbeing; Be Active, Eat Well, Be Positive and Be Together. We know from our experience, backed by research, that this approach creates longer term health and wellbeing that really makes a difference to people's lives.

We keep healthy living simple and fun, and take down the obstacles that prevent people getting involved and coming back for more. We are local and community based, because our customers, their family, friends and neighbours, everyone in the locality really matters to us.

As a charity and a social enterprise, we are here for the long term. Our customers can trust us to give them good advice and high quality services with their long term interest at heart. We charge affordable prices, and we reinvest all the money we make back into our services and facilities in the communities where we operate.

OUR VALUES

Our values are woven into everything we do, supporting the vision and shaping our culture.

Our Core Behaviours

mytimeactive

<div>#ShowPassion</div> <div> </div> <div> <p>We show belief</p> <p>We are passionate about wellbeing and getting more out of life for our customers & ourselves.</p> <p>We genuinely care</p> <p>We are customer focused, we want to have a positive impact on people's lives.</p> <p>We know our stuff</p> <p>We are trusted coaches & experts, constantly learning and innovating.</p> </div>	<div>#OwnIt</div> <div> </div> <div> <p>We take responsibility</p> <p>We hold each other accountable & learn from our mistakes.</p> <p>We lead by example</p> <p>We are role models who step up & speak out in a positive way.</p> <p>We take action</p> <p>We get things done & deliver excellence. We meet company standards & deadlines.</p> </div>	<div>#OneTeam</div> <div> </div> <div> <p>We are united</p> <p>We understand & support each other. We win & lose together.</p> <p>We collaborate</p> <p>We work together effectively, sharing ideas openly.</p> <p>We trust each other</p> <p>We respect everyone's contribution & only challenge constructively.</p> </div>
<div> <ul style="list-style-type: none"> • We don't accept poor customer experience. • We don't become aggressive or egotistical. • We don't spread negativity through corridor gossip. </div> <div> </div>	<div> <ul style="list-style-type: none"> • We don't hide from our own mistakes. • We don't blame people for our failures. • We don't inflate the truth to make ourselves look good. </div> <div> </div>	<div> <ul style="list-style-type: none"> • We don't 'do politics' or show favouritism. • We don't accept bullying. • We don't involve everyone in decision making just to cover our backs. </div> <div> </div>

OUR STRATEGIC DIRECTION

As a charity and social enterprise, we combine pursuit of our mission with running the business in a financially sustainable way.

During the Covid pandemic in 2020 and 2021, the government enforced closure of golf and leisure centres through several lockdowns, and for extended periods, during which time our income from customers fell to zero. While we used all government support available, such as furlough and other grants, we continued to have to pay substantial costs of maintaining facilities, rent, IT systems, and finance and HR teams. As a result, we made losses in the financial year 2020/21 and expect to continue to make losses in financial year 2021/22.



We have been working closely with our Local Authority partners, who make up the large proportion of our landlords. Because they value the social benefit we bring to their communities, they have agreed to support us financially in a range of ways, for which we are very grateful. Backed by this support, we are now confident we have a financial plan going forward that will see us able to recover the business and rebuild the finances to a sustainable level of profitability.

As we emerge from the pandemic, our focus is therefore on recovery and rebuilding. Our customer centric ethos means understanding our customers' needs, updating and innovating our offer, and ensuring the customer experience in our centres and on our programmes lives up to and exceed their expectations. It involves looking after our employees and developing them to provide excellent service. It includes caring for our facilities, and continuing to operate as efficiently as possible, using online and digital technology to improve ease of use and reduce administration costs. It means we will look to maximise use and development of our asset base over the longer term.

Our business plan gives us a year to recover from the financial crisis caused by Covid, and we expect that in 2022, we will be well placed to develop our strategy for the next 3-5 years.

THE ROLE OF A TRUSTEE

Key Responsibilities

- To ensure that Mytime Active has a clear vision, mission and strategic direction.
- To ensure that the resources of Mytime Active are applied exclusively for the purposes set out in the Trust Deed, acting in the best interests of the charity and its beneficiaries.
- To hold the Executive accountable for the performance of the Mytime Active, ensuring key performance indicators, internal controls and systems are in place and regularly reviewed and audited.
- To review major risks and ensure systems are in place to mitigate the risks.
- To ensure that Mytime Active complies with all legal and regulatory requirements.
- To ensure that Mytime Active's governance is of the highest possible standard, including compliance with all legal and regulatory requirement, including the Charity Commission
- To reflect annually on the board's performance and individual performance as a board member. trustees will have an annual appraisal session with the Chair
- To act reasonably and prudently in all matters relating to the charitable company, always bearing the interests of Mytime Active and its beneficiaries in mind.

KEY DUTIES

It is expected that board members of Mytime Active will familiarise themselves with the work of Mytime Active and will undertake a range of activities that will enable them to discharge their responsibilities set out above. These will include:

- Consistently attending regular board meetings, reading relevant papers and being prepared to contribute.
- Leading on, and being responsible for, key activities, and sharing expertise as a member of a sub-committee, working group or in other appropriate ways.
- Being prepared to attend consultative forums or partnership groups, acting as a spokesperson for Mytime Active when asked to do so, working within an agreed brief.
- Working on specific projects as delegated by the Chair of Trustees or as requested by the Executive Team
- Participating in occasional site visits to understand the customer experience and to hear staff views
- Prepared to serve a term of at least 3 years
- Willing to participate in appropriate training and development opportunities

SKILLS & EXPERIENCE

We expect all Trustees to have the following commitment and skills

- An understanding of and commitment to the aims, mission and values of Mytime Active
- A desire to improve the health and wellbeing of the local community, including Bromley in particular
- Good communication and interpersonal skills, ability to engage in constructive debate and discussion,
- Ability to work effectively and cooperatively as a member of a team to influence others for a positive outcome.
- Willingness and ability to devote the necessary time and effort to board member duties, and free to take up a board role; that is, not barred from holding such an office.



We seek Trustees with additional skills in at least one of the following areas

- Senior finance and commercial experience
- Business experience in a consumer facing operational business
- Public sector collaboration and Public Health in particular
- Community Development and Voluntary sector / Third sector networks
- Marketing and communication, including digital approaches
- IT and technology innovation
- Leadership, management and engagement of employees including human resources
- Strategic awareness combined with an ability to process detail and get to the heart of an issue.
- Experience at Board level either as Non-Executive or Executive
- Understanding of charity governance and the role of a Trustee



TPP

Principled Recruitment
For Work That Matters

HOW TO APPLY

We welcome applications from people of all backgrounds and ages. To ensure our Board reflects the diverse perspectives of our community, we particularly encourage applications from:

- people under the age of 40
- existing or future customers
- people from non-white communities
- people with disabilities.

For an informal and confidential discussion regarding this role, please contact our retained advisers at TPP.

TPP Recruitment is a specialist, highly respected and well-established UK-wide consultancy. Our areas of expertise enable us to provide dedicated support to organisations across non-profit and public-sector organisations.



Lead Consultant: Brigitte Stundner 020 7198 6060
Supporting Consultant: Matt Adams 020 7198 6040

To apply, please send your CV and supporting statement outlining how you meet the criteria for the role in Word format to: apply@tpp.co.uk quoting “Mytime Active” in the subject line.

The closing date for applications is **9am Thursday 17th June 2021**.

RECRUITMENT TIMETABLE

Appointment of TPP	w/c 3rd May 2021
Briefing/Finalising Marketing materials	w/c 10th May 2021
Search and marketing commences	w/c 17th May 2021
Closing date for advertising	9am Thursday 17th June 2021
Shortlisting	w/c 21st June 2021
Mytime Active Interviews	Tuesday 29th and Wednesday 30th June 2021
Appointment made	End June 2021