

## Appointment of Chair



UK Deaf Sport





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BSL Translation - [Click here](#)



# Introduction

Dear Candidate,

We are delighted you are interested in this exciting position of Chair to lead the UK Deaf Sport Board to drive the charity forward and fulfil our vision and mission. This pack aims to provide you with valuable insight into our charity, ways of working and most importantly, what we want from our future Chair.

UK Deaf Sport is the leading organisation for deaf sports in the UK. We offer support, raise awareness for fairness and campaign for deaf people, ensuring equal opportunities in sport and physical activity. We increase opportunities by collaborating in partnerships with key organisations creating a sporting future that is fair and inclusive from grassroots to elite sport, empowering deaf people to reach their full potential.

UKDS understands that the scale and complexity of the challenge across the UK is significant and recognise we have to tackle the challenge through raising our profile and working with people who share our ambition, agendas, and passion to drive change.

We are looking for a strong Chair with a commitment to EDI and an understanding of and commitment to equal opportunities, who believe in leading

opportunities for more deaf people to participate in sport throughout their lives and more deaf athletes to perform on the world stage.

If you believe you have the skills and commitment to help us realise our vision, then we encourage you to apply for the role. We will be happy to answer any additional questions you may have, and we will be delighted to have an informal discussion with any potential applicant.

We specifically welcome applications from those with lived experience of deafness and from the deaf community. UK Deaf Sport use the term 'deaf community' to represent all people who are deaf, hard of hearing or have a hearing loss or anyone who has a lived experience of deafness such as family members, friends, allies, colleagues and other professionals.

If you require a BSL interpreter, or have other accessibility needs, please advise and we will make the necessary arrangements,

Kind regards,

**Andy Mawdsley**

Chair of the UKDS Nominations Committee



## About UK Deaf Sport

UK Deaf Sport is the leading organisation for deaf sports in the UK. Our vision is Every Deaf Person Active and Inspired by Sport and Physical Activity. We provide support, raise awareness for fairness and campaign for deaf people, ensuring equal opportunities in sport and physical activity. Our mission is for more deaf people to participate in sport throughout their lives and more deaf athletes to perform on the world stage.

We increase opportunities by collaborating in partnerships with key organisations creating a sporting future that is fair and inclusive from grassroots to elite sport, empowering deaf people to reach their full potential.

We support deaf children, young people and adults, and work with decision-makers and professionals to overcome the challenges and barriers that prevent equal opportunities for deaf people in sport at all levels.





## About UK Deaf Sport (cont.)

As the National Governing Body for Deaf Sport, we are responsible for ensuring good governance, raising awareness, increasing participation and winning more medals on the world stage.

This includes working with partners domestically, working with Government and the administration and coordination of all National Teams competing abroad, at both a British and Home Nation level. UKDS is responsible for the management of the DeaflympicsGB Team that competes in the Summer and Winter Games.

It is an incredibly exciting time to be working at UK Deaf Sport. If you believe you have the skills and experience to help us realise our vision, then we would love to hear from you. We will be happy to answer any additional questions you may have, and we will be delighted to have an informal discussion with any potential applicant.



# UK Deaf Sport Vision, Mission and Values

## Our Vision

Every deaf person active and inspired by sport and physical activity

## Our Mission

Leading opportunities for more deaf people to participate in sport throughout their lives and more deaf athletes to perform on the world stage

## Our Objectives

**Leadership** – strategic, well governed leadership for deaf Sport

**Participation** – more deaf people trying, playing and supporting sport

**Performance** – more deaf athletes winning medals on the world stage

## Our Values

Align with the Nolan Principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership – to ensure an ethical culture and legitimacy



# Role of the Chair

Job Title:	Chair
Report to:	Board
Location:	Home Based
Position:	Voluntary

The Chair of the UK Deaf Sport (UKDS) Board is appointed by the independent Directors of the Board in line with the UKDS Board Recruitment Policy.

The primary role of the Chair is to lead the Board and ensure it is effective in its task of setting and implementing the direction and strategy of UK Deaf Sport.

## Key Responsibilities

- Lead the Board.
- Chair effective and productive Board meetings at least 4 times a year and an Annual General Meeting once a year.
- Create a purposeful agenda, in collaboration with the Chief Executive, and determine the order of the agenda.
- Ensure that the Board receives accurate, timely and clear information.
- Keep track of the contribution of individual directors and ensure that directors are involved in discussions and decision-making.
- Promote an open and inclusive dialogue among the Directors, directing discussions towards the emergence of a consensus view and summing up discussions so that everyone understands what has been agreed.
- Take a proactive management approach to Conflicts of Interest within the Board.



## Role of Chair (cont.)

### Key Responsibilities (cont.)

- Take a leading role in determining the structure and composition of the Board and its skills and wider development.
- Carry out regular reviews of the overall size of the Board, including the balance between executive and non-executive directors and that the Board has the appropriate balance of skills, experience and diversity independence and knowledge.
- Oversee the performance of the CEO.
- Carry out an annual performance appraisal of individual Board members and the CEO.
- Assist the CEO and Nominations Committee in recruiting Board Members.
- Ensure effective communication, with members and other stakeholders.

**In addition, the Chair will support and work with Board Members to meet the Board's responsibility for:**

- Establishing the vision, mission and values for approval by UKDS Members.
- Setting and implementing the strategy of the organisation, designing the operational structure and supporting budgets for approval by the UKDS Members.
- Delegating authority to management to implement policy and strategy.
- Maintaining and demonstrating a clear division between the Board's management and oversight role and the CEO's operational role.

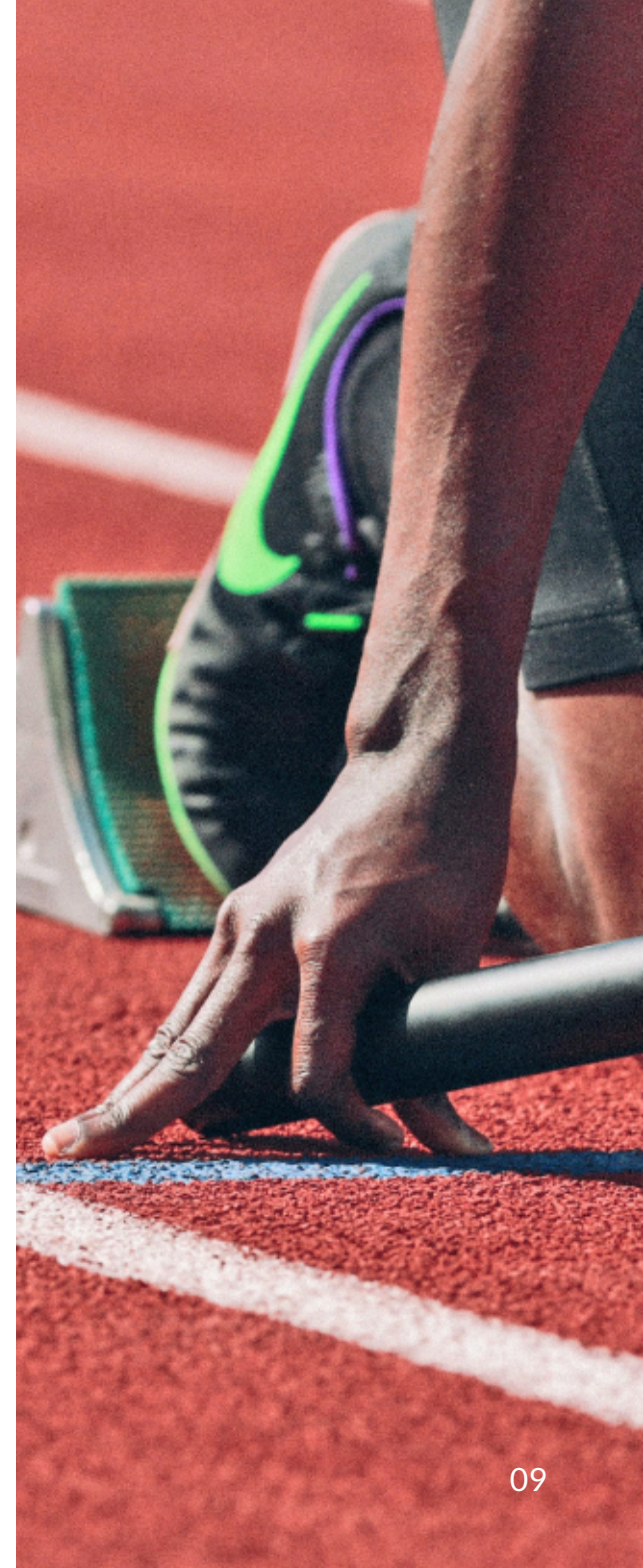




## Role of Chair (cont.)

### Key Responsibilities (cont.)

- Developing, reviewing and evaluating the implementation of strategic and operational plans, policies and reporting on implementation to the UKDS Members.
- Managing changes to the composition of the Board (including that of its committees) without undue disruption.
- Reviewing governance and self-assurance requirements in accordance with good practice, at least annually or as required by key stakeholders.
- Ensuring the integrity of financial information and financial controls and systems of risk management, reviewing them at least annually.
- Reviewing budgets and financial information to be published, as per statutory regulations, at least annually.
- Reviewing banking, audit and insurance arrangements, at least annually.
- Reviewing the internal controls both financial and other, at least annually.
- Scrutinising the performance of management in meeting agreed goals and objectives and monitoring the reporting on their performance, at least annually.
- Setting and regularly reviewing the remuneration of all UKDS employees, at least annually.
- Account to UKDS's stakeholders and Members for the performance of the Association and report at least annually.
- Ensure that the long-term well-being of the organisation is foremost, particularly in terms of succession planning and the retention of key staff and personnel.



# Person Specification

## Essential Criteria

- A strong and visible passion and commitment to UK Deaf Sport, its strategic objectives and purpose.
- Ability to demonstrate tact and diplomacy, with the ability and willingness to listen, but also to challenge and criticise constructively.
- Ability and willingness to commit time to conduct the role well, including travel and attending events during evenings and weekends.
- Ability to foster and promote a collaborative team environment and respect the confidences of colleagues.
- Experience of non-profit governance and working as a Chair or as a member of a Board of Directors/Trustees/Governors etc.
- Significant experience of chairing meetings and events.
- Broad knowledge and understanding of the deaf sport/disability sport sector and current issues affecting it.
- Strong leadership skills and ability to motivate Board members, staff, and volunteers.
- A broad understanding of finance issues affecting charities and small organisations.





## Person Specification (cont.)

### Desirable

- We specifically welcome applications from those with lived experience of deafness and from the wider deaf community. UK Deaf Sport use the term 'deaf community' to represent all people who are deaf, hard of hearing or have a hearing loss or anyone who has experience of deafness such as family members, friends, allies, colleagues and other professionals.
- Understanding of the charity/voluntary sector.
- An understanding of Company and Charity legislation.
- Knowledge of risk identification and management at strategic level.
- An understanding of the requirements of the Sport England Code for Sports Governance.



# Fairness, Equality, Diversity and Inclusion

UK Deaf Sport is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All UK Deaf Sport employees are expected to understand and actively promote the Equalities, Diversity and Inclusion Policy in the course of their work and influence and encourage the empowerment of disabled people within sport and physical activity.

UK Deaf Sport use the term 'deaf' to represent all people who are deaf, hard of hearing or have a hearing loss, whether this is acquired or from birth.

The term 'deaf' covers a range of definitions of deafness, including those who are profoundly deaf, have severe, moderate or mild hearing loss or are hard of hearing whether acquired or from birth. This includes the use of the terms Deaf and deaf whereby the use of a capital D in Deaf may denote those who identify as having a cultural and shared experience of being Deaf.

ICSD (who govern the Deaflympics) set their own criteria for eligibility which is a hearing loss of at least 55dB in the better ear (3 tone frequency average of 500, 1,000 and 2,000 Hertz, ANSI 1969 standard). DeaflympicsGB athletes will meet this standard.

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## Creating a level playing field

**UK Deaf Sport is delighted to partner with level=, a consciously inclusive talent acquisition solution, to ensure fairness within the recruitment process by creating a level playing field for all to be treated as 'level equals'.**

Miles Lloyd and Francis Kelly established **level=**, with a vision to bring action to the industry, moving beyond standard practice to deliver a robust and fully debiased talent acquisition process focusing on fairness, equality, diversity and inclusion. An understanding and energy drive every part of **level=** for creating a difference; a purpose, and passion for ensuring sport, business and society becomes fair and fully sustainable for all.

### Creating change, delivering impact

**level=** is driven to tackle issues of inequality and discrimination in sport, to provide a model for how action can be taken for other areas in society. Despite efforts being made, there are still barriers that exist for many. Whether delivering social equality, sustained economic growth or building resilient infrastructures in sport, **level=** is closely aligned with The United National Global Goals for Sustainable Development, to lead by example and make that difference.

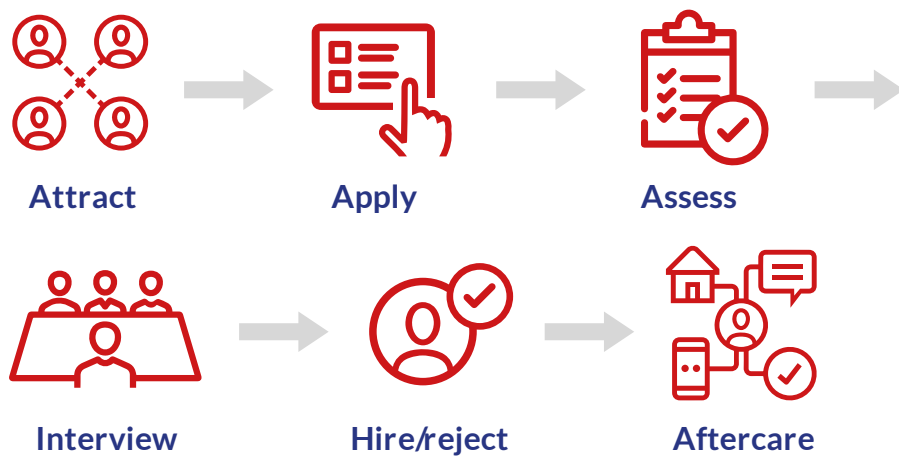
# level=

consciously inclusive  
talent acquisition



## The level= process

The level= hiring process is robust, researched and reliable, meaning your job search will be supported in an inclusive and fair way. This uses a different approach than the traditional application methods – this is because traditional processes (like standard CV screening) can lead to biased decisions. The level= process helps to eliminate bias from the application process. Find out how to apply to see how this works...



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talent acquisition





# How to apply

## Getting started

You'll be asked for your contact details and provided with a unique application link by email that you can use to access your application at any time.

## Tell us about yourself

You'll begin the application by giving us some information about yourself including your name, contact number and any other information that may be part of the criteria for the role. You'll also be asked to complete an anonymous Equal Opportunities questionnaire, including gender identity, age, ethnicity, disability status and socioeconomic status. This helps to assist organisations in learning how to attract and hire the best and most diverse candidates. It also helps to ensure hiring is as fair as possible.

These questions are asked upfront so that organisations can analyse whether there are stages in the application process where candidates of particular groups are likely to drop out, and therefore assist in improving the process for all. These questions are designed to help organisations learn about multiple dimensions of diversity on an aggregated and anonymised basis, (so the data isn't identifiable to you as a candidate), but you do have the option to skip these questions if you'd prefer.

## Work sample tasks

You will then be asked to complete work sample questions, instead of subjecting your CV to screening. Evidence shows

that CVs are a poor indicator of performance and allow bias to affect choices when it comes to reviewing applications. These questions ensure that your application isn't subject to bias in the review process, and looks to assess whether you'd be a good fit at the organisation to which you are applying. Your answers are reviewed and assessed by a diverse panel using a defined review guide focusing on skills that are important to the job. Work samples are job-specific questions that test candidates on the skills needed to succeed in the role and are reflective of what the job actually entails.

### Four methods are used to systematically remove bias from reviewing process:

- 1 **anonymisation** – removing all personally identifiable information from an application.
- 2 **chunking** – cutting each application into chunks and then comparing them across candidates, rather than reviewing an entire application in one go.
- 3 **randomisation** – jumbling up the order in which chunks are evaluated so that order effects are averaged out.
- 4 **wisdom of the crowd** – getting more than one person to review each chunk helps to average out subjectivity for a more accurate assessment of merit

## How to apply (cont.)

### Structured interview

Once your application is submitted, the hiring team will review and inform you via email whether you have been successful in progressing to the next stage. If you are successful, you'll attend a structured interview, where the hiring manager will recreate workplace scenarios and forward-looking questions focused on potential. A structured interview means that all candidates are asked the same questions, in the same order. This makes interviews more uniform and allows employers to objectively compare candidates, enabling hiring managers to identify who meets the criteria and who doesn't.

### Candidate feedback

Throughout the process, you'll be provided with automated, personal feedback, which shows how you performed on each of the skills you were tested on. Even if you don't get the job, it helps to highlight skills that you may need to develop, and can help you to determine the type(s) of roles that might not be the right fit for you. If you are successful in securing the role, level= will be in touch with a formal offer, and to answer any questions you may have. Whether you are successful or not, you will have the opportunity to provide feedback on your experience, so that we can assist with any further questions you may have, and help level= improve their service.

### What happens next?

If you would like to apply for the role, please follow the link provided to you by the level= team, or visit [levequals.com](https://levequals.com).

If you have any questions, please feel free to contact level= using the details on the next page.

If you require any accommodations for the interview process that you would like us to be aware of, please also let us know.

**Closing date for applications: 2<sup>nd</sup> June 2023 at 5pm**

**Closing date for work sample submission: 5<sup>th</sup> June 2023 at 9am**

**First stage interviews: 22<sup>nd</sup> June 2023 at Loughborough Sport Park**

[Apply now](#)



## Contact details

hello@levelequals.com

T.0208 159 8656

[levelequals.com](http://levelequals.com)





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