



## **Pro-Active Bromley Independent Chairperson Role Profile and Person Specification**

Pro-Active Bromley is a Community Sport and Physical Activity Network (CSPAN) established as a strategic, independent alliance of partners who are active in sustaining and increasing sport and physical activity in the London Borough of Bromley. Pro-Active Bromley is a voluntary organisation, connecting, facilitating and promoting the work that clubs, schools, community groups and businesses are doing to get Bromley active. We concentrate on providing forums and opportunities for sharing and learning from each other across Bromley. We do this through our website, social media, and through the meetings, forums and events that we organise.

<b>Hours (per week):</b>	2.5hrs on average.
<b>Reports to:</b>	Pro-Active Bromley Executive Committee (PAB)
<b>Responsible for:</b>	Pro-Active Bromley Executive meetings and associated actions and priorities.
<b>Role Purpose and Role Dimensions:</b>	<p>To drive forward and lead Pro-Active Bromley for the benefit of sport and physical activity in Bromley.</p> <p>Provide independent leadership and a strategic vision to Bromley's Community Sport, Physical Activity Network (Pro-Active Bromley).</p> <p>Successful applicants will be a positive force within sport, physical activity, health and wellbeing. They will take a strategic approach to developing key partnerships with various bodies including; the media, elected officials, voluntary groups, community stakeholders and council services to support the overall aims and objectives of Pro-Active Bromley.</p> <p>To chair and guide the regular (quarterly) network meetings and any additional meetings as required.</p> <p>To ensure Pro-Active Bromley remains on track to meet its aims and objectives. This will involve representing the network outside of the quarterly meeting.</p>
<b>Commitment to Diversity:</b>	To take individual and collective professional responsibility for championing diversity, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.

<b>Key External Contacts:</b>	<ul style="list-style-type: none"> <li>PAB Members</li> <li>LB Bromley colleagues</li> <li>Contractors (Idverde/4Global etc)</li> <li>Community groups</li> <li>Delivery partners</li> <li>Schools and Colleges</li> <li>London Sport</li> <li>Local Sports Clubs</li> <li>Mytime Active</li> <li>Sport England</li> <li>Other London boroughs</li> <li>Voluntary and community providers</li> <li>Community and friends/Resident groups</li> </ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"> <li>Regeneration</li> <li>Public Health</li> <li>Transport</li> <li>Environment</li> <li>Children and Young People</li> </ul>
<b>Financial Dimensions:</b>	Claiming for travel expenses (upon prior agreement)
<b>Key Areas for Decision Making:</b>	Ability to influence the engagement of key stakeholders and decision makers
<b>Other Considerations:</b>	<p>To promote and represent the group positively across Bromley and London.</p> <p>Flexibility with regard to work patterns in order to attend infrequent weekend or evening meetings/ events when required.</p>

**Key Accountabilities and Result Areas:**

**Chair the Pro-Active Bromley in an effective and professional manner**

**Key Elements:**

Ensure that the Pro-Active Bromley Executive works effectively, with good collaboration between members, encouraging and supporting the development of partnership working between providers, sub-groups and other networks with similar aims.

Take a lead in communication and consultation to respond and manage members effectively to ensure the Pro-Active Bromley Executive has maximum impact on increasing participation and reducing health inequalities in Bromley.

Link into regional and/or national networks as needed to ensure Pro-Active Bromley is aligned with regional/national policy developments and best practice.

Liaise with Council Officers and members of Pro-Active Bromley Executive to ensure timely and effective management of PAB priorities.

Feed into agendas, approval of minutes and management of associated priorities.

Provide leadership, advice and guidance to members and lobby on their behalf where appropriate.

Consider the appropriate legal status for P-AB, to best achieve its objectives

Undertake any other duties as may be needed from time to time as necessary and appropriate to the role.

### **Person Specification**

<b>Job Title:</b>	Independent Chairperson for the Pro-Active Bromley Executive (PAB)
<b>Essential knowledge:</b>	<p>Knowledge of sport, physical activity and health and wellbeing including legislation, best practice, policy and research. Knowledge of Bromley as a borough.</p> <p>Understanding sport, physical activity and health, its funding / commissioning, delivery and challenges</p> <p>Knowledge of key drivers and influences on sport and physical activity and the voluntary sector.</p>
<b>Essential skills and abilities:</b>	<p>Chairing – ability to organise, coordinate and follow through on key decisions. Manage competing views and positively challenge to achieve the desired outcomes.</p> <p>Communication – interpersonal and presentation skills. Able to translate complex issues into simple messages and actions for the Pro-Active Bromley Executive. Maintaining a positive public and professional profile.</p> <p>Ability to influence senior personnel and liaise with political representatives in order to further encourage support and funding to community sport, physical activity and health within Bromley.</p>

Ability to develop good working relations between stakeholders.

Assertive, clear thinking and able to negotiate.

Ability to influence key stakeholders and decision makers.

Problem solving – ability to identify issues and areas of risk whilst leading partners to effective resolution and decision.

Ability to recognise discrimination in its many forms to ensure that Pro-Active Bromley Executive upholds its policies around Equal Opportunities.

Self-motivating and able to operate independently with little direct supervision

**Desirable skills and abilities:**

Conflict resolution through negotiation and delegation.

Able to use information technology systems.

**Essential experience:**

Chairing professional meetings at a senior level and ability to chair in an efficient and effective manner.

**Desirable experience:**

Leading and managing in large public, independent, or voluntary sector organisations at a senior level

Sufficient experience within a sport, physical activity and health context as to understand the operational challenges of Pro-Active Bromley Executive members.

**Special conditions:**

Ability to attend meetings and other events outside normal working hours as requested (usually evenings, occasionally weekends).

This is a voluntary role, all reasonable expenses will be reimbursed upon prior agreement.