

NEWPORT LIVE  
CASNEWYDD FYW

# TRUSTEE RECRUITMENT PACK



01633 656757

newportlive.co.uk



## Dear Potential Board Member

Thank you for your interest in joining Newport Live as a Trustee. We are looking for independent Non-Executive Board Members, with a passion for Newport, who can help us deliver our strategic objectives as we seek to respond to the Coronavirus pandemic and support the economic and wellbeing regeneration of Newport. We need people with expertise, energy and ambition to assist us to achieve improvements to the health and wellbeing of the people and communities of Newport.

We deliver an exciting combination of services within the sport, leisure, theatre, arts, culture and wellbeing spaces across Newport, as well as regionally and nationally across Wales and the UK. We deliver coaching and participation opportunities in sport and culture, from grassroots to performances and events at the highest standards.

To support us in continuing to drive the organisation forward, we are looking for Trustees who are willing to give their time, expertise and experience to help our communities and who will embrace and share our passion, mission, vision and values.

We are fortunate in having a first class workforce who provide exceptional customer service and go the extra mile, but who would welcome your advice and support in their personal development to improve the organisation and the services that we provide.

Amongst other skills we are proactively seeking new Board Members with experience and insight into financial leadership and management background with the ability to potentially chair the Finance, HR and Business subgroup.

In return for your contribution, we promise that you will enjoy being part of a charitable organisation which is striving to help the community become happier and healthier and will give you the opportunity to make new friends, meet some interesting people, expand your horizons and make a real difference.

Newport enjoys a diverse population and Newport Live benefits by being able to select staff with a wide range of skills from all areas of the city. As an organisation, Newport Live constantly strives to ensure that its staffing profile reflects the population it serves. To assist in these efforts, we would welcome applications for Trustees, irrespective of age, gender, ethnic background, sexual orientation, religion, belief or disability.

The attached pack is intended to provide you with greater information. If you're interested in joining our Board, I would be delighted if you could complete a short expression of interest in order that we can learn a little more about you as a person, and the contribution you could make to the organisation.

**John Harrhy**  
Board Chair

# WELCOME TO NEWPORT LIVE

## Inspiring People to be Happier and Healthier

Newport Live aspires to be the first choice for sport, leisure, theatre, arts and culture across the City of Newport, regionally throughout South Wales and nationally across Wales and the UK.

The Board comprises of eleven Trustees, nine from the local community and two Trustees from Newport City Council.

Our Trustees come from a wide variety of backgrounds and have a broad cross-section of skills and experience which are beneficial to the governance management and further development of the business.

Trustees currently meet six times a year for our board meetings. There are also three sub-groups which have been established to provide additional governance and strategic insight. These are:

- ▷ **Finance and Human Resources**
- ▷ **Marketing, Communications and Public Relations**
- ▷ **Strategic Planning**

This exciting opportunity to join the Board of Trustees at Newport Live, is a voluntary position where expenses will be paid as appropriate.

Further information relating to duties and the responsibilities of a Trustee can be found within this pack.



# NEWPORT LIVE

**Newport Live delivers a wide range of services out of Newport International Sports Village (NISV), which is home to the Geraint Thomas National Velodrome of Wales, Regional Pool and Tennis Centre and Newport Stadium. Our other venues in the city include: The Riverfront Theatre and Arts Centre, Newport Centre, Active Living Centre and Connect Centre.**

We provide coaching and participation programmes throughout the wellbeing, sport, physical activity, education, arts and sport sectors, from grassroots to high-performance, which strive to encourage participation, achievement of personal goals, wellbeing, fun and inclusivity. Newport Live have hosted many high-profile events including the Big Splash festival, World Class acts, sporting events, training camps for the Team GB and Paralympics GB cycling teams, and in 2019 hosted The Westfield Health British Transplant Games. In 2021 we will be hosting the Track Cycling Nations Cup, the worlds biggest Track Cycling event and the GB Olympic and Paralympic Track Cycling teams before they compete at the rescheduled 2020 Olympic and Paralympic games in Tokyo.

Newport Live is a not for profit organisation and registered charity, which means that any financial surplus we achieve is reinvested directly back into the services and facilities we offer - so Newport Live customers help us to continuously support our local community.

Newport Live's Sports and Arts Development teams are highly regarded locally, regionally, and nationally by partners which include Sport Wales, Arts Council Wales, Disability Sport Wales, Street Games, the Office of the Police and Crime Commissioner for Gwent, Age Cymru, Aneurin Bevan University Health Board, Public Health Wales, Youth and Social Services together with a wide range of other partners. Our team has won a number of national awards and has been recognised for its innovation and best practice. The team delivers and facilitates high quality sport, education and arts opportunities for children, families, schools, communities, clubs, and local groups across Newport and wider areas of South Wales. We know how sport, physical activity, theatre, arts and culture can have such a positive impact on mental and physical wellbeing, enhance their lives and improve social value across our regions. The team strives to make a difference in our communities to improve wellbeing and encourage lifelong participation and engagement in sport and the arts.



**We are proud to be able to offer customers  
a wide range of activities, including:**

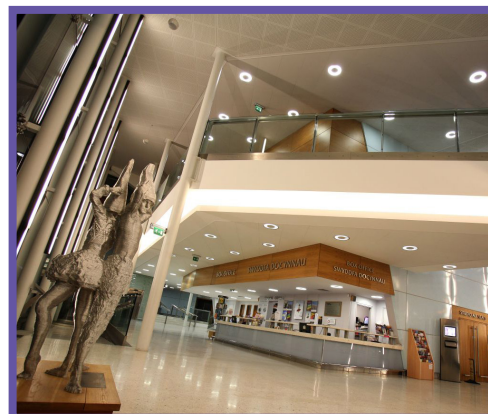
- ▷ International, national, and regional cultural events, including concerts and cinema screenings
- ▷ Theatrical and artistic performances
- ▷ An annual Pantomime
- ▷ An extensive programme of art workshops
- ▷ Local exhibitions in our art gallery
- ▷ Commissioning of cultural programmes and resident artists
- ▷ Big Splash community arts festival and other large-scale events
- ▷ Corporate hire and conferencing facilities
- ▷ A full aquatics programme from learning to swim through to a high-performance competitive swimming programme
- ▷ An extensive indoor track cycling programme together with outdoor community programmes
- ▷ Group cycling studios including virtual cycling classes
- ▷ Adult and junior tennis coaching programmes
- ▷ Other racquet sports including table tennis and badminton
- ▷ Athletics
- ▷ Football
- ▷ Community based, award winning sports and arts development programmes
- ▷ Covid-19 Recovery programme, GP Exercise referral programme and follow-on Stepping Stones to activity programme
- ▷ Cardio, strength, resistance, specialist studios & 5 gyms
- ▷ Fishing at the Newport International Sports Village lake
- ▷ Dedicated strength training area and indoor climbing wall
- ▷ Children's activities
- ▷ An extensive family activities programme
- ▷ Holiday activity programmes
- ▷ Community intervention programmes



# DETAILS OF OUR VENUES

## THE RIVERFRONT THEATRE AND ARTS CENTRE

The Riverfront Theatre is at the heart of the arts and entertainment scene in Newport, that brings as many people as possible into contact with the arts and creativity. It is the City's only professional theatre and arts centre and has two theatre spaces able to accommodate audiences of 500 and 128 people, a cinema, art gallery, a dance studio, recording studio, multiple workshop rooms, conferencing facilities room and a licensed café and bars. The theatre has recently received funding from the Arts Council of Wales to allow us to develop our the building and our artistic activities.



## REGIONAL POOL & TENNIS CENTRE

The Regional Pool and Tennis Centre is based at Newport International Sports Village and has a 25m eight-lane competition swimming pool able to host 625 spectators and a 17x8m teaching pool. It is the only indoor tennis centre in the region with four indoor and three outdoor floodlit tennis courts. We also have a newly developed digitally powered gym, café, an outdoor multi use games area, a children's outdoor playground and various meeting rooms.



## GERAINT THOMAS NATIONAL VELODROME OF WALES

The Geraint Thomas National Velodrome of Wales is located at Newport International Sports Village, is one of only five international indoor velodromes in the UK and can host up to 1,100 spectators. It is also home to cardio, resistance and free-weight gyms as well as a fitness studio, indoor group cycling studio, outdoor cycle speedway track, 3G pitch, BMX pump track, inner arena and has many conferencing areas.



## NEWPORT CENTRE

Newport Centre is a multi-purpose facility in the heart of the city centre. It is our renowned music venue and has hosted a range of performers including Sir Elton John, Ed Sheeran and Marilyn Manson as well as televised sporting events. We have a large free form swimming pool with a wave machine and flume, a café, gym, fitness spaces and a large 8 court sports hall.



## NEWPORT STADIUM

Newport Stadium is home to Newport Harriers Athletic Club and is Newport County AFC's training facility. The stadium is able to accommodate 2,450 spectators and can stage international standard track and field athletic events. It has also hosted international standard football matches. Newport Stadium is also part of Newport International Sport Village.



## ACTIVE LIVING CENTRE

The Active Living Centre is based in the heart of the Bettws community and is home to a 25m four-lane swimming pool, gym, a dance studio, four badminton courts, two indoor cricket nets, floodlit Astroturf pitch, an outdoor multi-use games area (MUGA), four outdoor tennis courts and football pitches.



## CONNECT CENTRE

The Connect Centre is a multi-purpose community venue situated in the heart of Newport housing cultural and sporting facilities including a number of indoor spaces and an outdoor grass pitch.



# MISSION, VISION & VALUES



## OUR MISSION

To be the people's first choice for Sport, Leisure, Culture and Entertainment, delivering inspirational programmes and events in high-quality facilities, with skilled and enthusiastic staff that create Happier and Healthier lives.

## OUR VISION

Inspiring People to be Happier and Healthier

## OUR VALUES

Our values which underpin all that we do are:

- ▷ **Care**
- ▷ **Inclusivity**
- ▷ **Innovation**
- ▷ **Inspiration**
- ▷ **Passion**
- ▷ **Teamwork**





# BOARD OF TRUSTEES



John Harry  
Chair



Kevin Ward  
Vice Chair



Mike Butler



Stephanie  
Hazlehurst



Cllr Majid Rahman



Cllr David Mayer



Katija Dew



Natalie Jakomis

# EXECUTIVE TEAM



**Steve Ward**  
Chief Executive



**Martyn Seaward**  
Director of Finance  
& Resources and  
Company Secretary



**Andrea Ovey**  
Director of Business  
Development



**Neil Sargeant**  
Director of Operations

# DUTIES & RESPONSIBILITIES OF OUR TRUSTEES

## TRUSTEES AND THEIR RESPONSIBILITIES:

### Directing the affairs of a charity

- Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases

### Benefit of the public

- Trustees have and must accept ultimate responsibility for directing the affairs of a charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up

## COMPLIANCE - TRUSTEES MUST:

### Comply with charity law

- Ensure that the charity complies with charity law and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and Accounts as required by law
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there

### Comply with legislation

- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity

### Act with integrity

- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets

## DUTY OF PRUDENCE - TRUSTEES MUST:

### Use charitable funds and assets reasonably

- Ensure that the charity is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use

# HOW TO APPLY

## Expression of interest

- ▷ A short expression of interest form is enclosed in the pack and applicants should use the person specification to assist them to provide the relevant information as part of the expression of interest application

## Closing date

- ▷ Sunday 7th February 2021

## Return form

- ▷ The form should then be returned to:

### **Steve Ward**

Chief Executive

Newport Live

Newport International Sports Village

Spytty Boulevard

Newport

NP19 4RA

or by email to **steve.ward@newportlive.co.uk**

## Further Information

- ▷ Further information is available from our website [www.newportlive.co.uk](http://www.newportlive.co.uk)

## Informal discussion

- ▷ For informal discussion about Newport Live and the role of a Trustee, please contact Steve Ward on 01633 656757 or 07429 462192

## Remuneration

- ▷ All positions are voluntary

## Person specification

- ▷ Please see overleaf the person specification for a Trustee

# PERSON SPECIFICATION FOR TRUSTEES

## **Experience, skills and abilities**

- ▷ A good knowledge of the sport, leisure, theatre, arts and culture sectors
- ▷ Experience of working within the community, 3rd sector or with related groups or clubs
- ▷ A good understanding of the objectives of Newport Live and in particular, health and wellbeing
- ▷ Excellent communication and interpersonal skills
- ▷ Analytical skills and the ability to work at a strategic level

## **For this position, extensive experience in the following areas are desirable:**

- ▷ Financial Management – public, private and charity sectors
- ▷ Strategic Finance
- ▷ Financial Option appraisal(s)
- ▷ Financial stewardship / governance

## **Other areas / specialist skills including:**

- ▷ Arts & Culture
- ▷ Business Management
- ▷ Fundraising
- ▷ Marketing
- ▷ Law
- ▷ IT Management and Infrastructure

## **Other requirements**

- ▷ Availability for evening meetings and possibly some daytime meetings
- ▷ Awareness of local issues and appreciation of the linkage to the Wellbeing of Future Generations Act
- ▷ Appreciation of status and functioning of charitable organisation
- ▷ Able to be an Ambassador for the organisation
- ▷ Impartiality, fairness and ability to respect confidentiality

## **Appointment**

- ▷ The initial appointment will be for up to 3 years, following which there may be an opportunity to reapply for a further term

**Head Office: Regional Pool & Tennis Centre**

Newport International Sports Village, Spyttty Boulevard, Newport NP19 4RA

**Geraint Thomas National Velodrome of Wales**

Newport International Sports Village, Velodrome Way, Newport NP19 4RB

**Newport Stadium**

Newport International Sports Village, Spyttty Boulevard, Newport NP19 4PT

**The Riverfront Theatre and Arts Centre**

Kingsway, Newport NP20 1HG

**Newport Centre**

Kingsway, Newport NP20 1UH

**Active Living Centre**

Newport High School, Bettws Lane, Bettws, Newport NP20 7YB

**Connect Centre**

Mendalgief Road, Newport NP20 2HF

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