



RUBICON LEISURE



CANDIDATE INFORMATION PACK

A VERY WARM WELCOME TO RUBICON LEISURE

Rubicon Leisure is a local authority trading company founded by Redditch Borough Council. We manage and operate 9 community facilities across Redditch including a leisure centre, museum, theatre, visitor centre, golf course and 4 community centres.

Rubicon Leisure exists to support the health and happiness of Redditch's residents by providing high quality fitness, arts, culture and heritage facilities.

We now have an exciting opportunity to join our Board and are recruiting to fulfil the Board of Non-Executive Directors. We are therefore seeking someone who shares our vision and wants to help create great opportunities for people who live, work and visit Redditch to take up and enjoy a range of quality leisure and cultural activities.

We are looking for a Non-Executive Director who can help us:

- Develop and drive the Rubicon Leisure vision
- Form solid working partnerships with education, health, community and other organisations working locally
- Ensure we run an effective business
- Support our funding development
- Ensure we meet our statutory obligations
- Provide support to help to develop our most important asset – the people who work for Rubicon Leisure

ABBEY STADIUM

Located in the heart of Redditch, Abbey Stadium exists to support the health and happiness of our community. With swimming pools, health and well-being studios, a recently refurbished gym, multi-use sports hall, football pitches and running track, there is something to get everyone moving more.



PALACE THEATRE

The Palace is a 420 seat theatre with a Grade II listed auditorium, situated in the heart of Redditch's town centre.

Refurbished in 2005 it now boasts all the modern comforts you'd expect front of house including an intimate bar for pre-show and interval drinks, a lift to all floors.

We have a broad and varied programme with more than 200 performance a year.


Forge Mill Needle Museum in Redditch is an unusual and fascinating place to visit. This historic site illustrates the rich heritage of the needle and fishing tackle industries. Models and recreated scenes provide a vivid illustration of how needles were once made, and how Redditch once produced 90% of the world's needles.

On the same site, just a very short walk from Forge Mill Museum, are the ruins of Bordesley Abbey – a medieval Cistercian Abbey which has been extensively excavated.

Bordesley Abbey Visitor Centre, which is set in an original reconstructed 16th century barn, tells the extraordinary story of the Abbey from its development in the 12th century to its destruction in 1538 by Henry VIII during the dissolution.


FORGE MILL NEEDLE MUSEUM

PITCHEROACK GOLF COURSE



Pitcheroak Golf Course has a 9 hole (18 tees) par 67 course styled from a design by James Braid, who also designed the Carnoustie and Gleneagles British open courses.

The course hosts a mature mix of parkland and heathland cut through oak woodland, which presents a tough challenging test for even the most experienced of players.



Based at the heart of the 900 acres of Arrow Valley Country Park, Arrow Valley Visitor Centre is a great place for families to explore. With walking trails, orienteering, sailing, fishing and disc golf to try, we want you to fall in love with the great outdoors.

Plus, our new Boathouse Cafe is now open providing an array of food and drinks.

ARROW VALLEY VISITOR CENTRE

VOLUNTARY ROLE

This is a voluntary position, although we anticipate that all reasonable expenses will be paid. The expected time commitment is a quarterly meeting plus some other Board events. Meetings will take place in the Redditch area.

To help us to achieve our vision we're looking for a high-calibre person to join our team as a Member of the Board of Non- Executive Directors to play a leading role in driving Rubicon Leisure forwards and contribute to its continued growth and success. If you're up for the challenge, want to make a difference to your community, and have experience in fields like the below, then we want to hear from you.

- Sports, Arts and Culture sector
- Business
- Health
- Human resources
- ICT experience
- Leadership / strategic planning
- Legal experience
- Risk management



REPORTING STRUCTURE & GOVERNANCE

The Executive Board are directly accountable to the Shareholders Committee

The objectives of the company are defined in the Memorandum of Association and regulations are laid out in the Articles of Association.

The governance structure is as follows;

Redditch Borough Council Shareholders Committee
5 Elected Members

Rubicon Leisure Executive Board
7 members
Managing Director of Rubicon Leisure
2 Senior Council Officers
4 Non-Executive Directors (incl. Chair Person)

Rubicon Leisure
Managing Director
Employees

RECRUITMENT PROCESS

How to apply

To apply for this role, please submit an up-to-date CV along with the following forms:

- Supporting statement (no more than two sides of A4) outlining how you meet the criteria laid out in the Role of Board and directors and Responsibilities sections
- References

Send documents to Ben.clawson-chan@rubiconleisure.co.uk

Closing date for applications:

Sunday 10th December 2023

Appointments

We will take up references on the successful applicant. Other checks may also be carried out. Candidates will be informed of whether they are successful as soon as possible after the interviews.

Equal Opportunities

Equal opportunities will be afforded to all applicants and appointments will be made on merit.

THE ROLE OF THE BOARD & DIRECTORS

Establish vision, mission and values

- Determine the company's vision and mission to guide and set the pace for its current operations and future development
- Determine the values to be promoted throughout the company
- Determine and review company goals
- Determine company policies

Set Strategy and structure

- Review and evaluate strengths, weaknesses, present and future opportunities, threats and risks
- Determine strategic options
- Determine the business strategies and plans
- Ensure that the company's organisational structure and capability are appropriate for implementing the chosen strategies

Delegate to management

- Delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans
- Determine monitoring criteria to be used by the board
- Ensure that internal controls are effective
- Communicate with senior management

Exercise accountability to shareholders and be responsible to relevant stakeholders

- Ensure that communications both to and from the shareholder committee and relevant stakeholders are effective
- Understand and take into account the interests of the shareholder committee and relevant stakeholders
- Monitor relations with shareholders and relevant stakeholders by gathering and evaluation of appropriate information
- Promote the goodwill and support of the shareholder committee and relevant stakeholders

Decision Making

- Ensure that high quality documentation is available to make informed decisions
- Obtain external expert opinions where necessary
- Allow time for debate and challenge, especially for complex, contentious or business critical issues
- Provide clarity on actions required, with timescales and responsibilities
- Pay attention to risk, especially in cases where the levels of risk involved in a project could endanger the stability and sustainability of the business itself.

RESPONSIBILITIES

Role purpose and responsibilities

Overall responsibility for the effective and efficient management of Rubicon Leisure including financial viability in accordance with best practice.

To formulate and assist in the implementation of the strategic aims of the organisation and to provide direction for its ongoing development,

To ensure that the policy and practices of Rubicon Leisure are in keeping with its aims and strategy.

To ensure that Rubicon Leisure functions within the legal and financial requirements of a non-profit distributing company that is governed by Company Law.

General responsibilities

- Help shape the Rubicon Leisure vision, strategy, major policies and values.
- Contribute specific skills, experience and contacts in support of the Board and the organisation.
- Attend meetings of the Non-Executive Director Board and be active in exercising its responsibilities and functions.
- Reflect the Non-Executive Directors' policies and concerns in all interactions with employees, customers and partners.

Experience

- Has significant experience in one or more of the following areas:
- Sports, Arts and the Culture sector
- Business (especially customer focussed)
- Health
- Human resources
- ICT experience
- Leadership / strategic planning
- Legal experience
- Risk management

Skills

- Has a track record of effective decision making
- Is willing and able to commit the time and effort to the role
- Can think strategically, creatively and for the long-term
- Will be an effective ambassador and 'influencer' for the organisation
- Have experience, preferably at senior level, of management (people and other resources) and/or governance
- Will undertake and accept the legal duties and liabilities of being a Non-Executive Director
- Can work effectively as a member of a team
- Is a good communicator with strong interpersonal skills

