



Trustee Recruitment Pack

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Welcome

We are delighted that you are interested in the role of Trustee on the Active Lincolnshire Board.

Active Lincolnshire is a charity that helps people in Lincolnshire become more active in their daily lives. We work with local groups and partners to help **More People**, be **More Active, More Often**. We focus on supporting people and communities who find it hardest to get involved in physical activity.

Trustees (Board members) are volunteers who support us to achieve this.

We are looking for new trustees to join our Board who:

- Are well connected with local communities in Lincolnshire and understand what life is like for people who find it hardest to get involved in physical activity.
- Are willing to share their experience and understanding to help the organisation make good decisions and run smoothly.
- Value different experiences and ways of thinking, and who can bring diverse ideas, knowledge and skills to the Board.
- Are prepared to accept and learn about the responsibilities of a trustee and can commit the time required to carry out the role well.

We especially want to hear from those who know about the things that make it hard for people to be active in coastal, rural, or less wealthy areas. We are also interested in those who understand the challenges to being active faced by groups such as; women, older adults, children and young people, people with a disability or long term health condition, or people from ethnic diverse backgrounds.

If this sounds like you, we would love to hear from you.

This pack provides you with information to help you decide whether to apply to join Active Lincolnshire as a Trustee.

We are more than happy to answer any questions you have and would encourage you to get involved, even if this would be your first board position.

What we are looking for

We are looking for at least two people to join the board who have suitable skills and an understanding of working with people and communities who find it hardest to get involved in physical activity.

You may have:

- Your own experience of finding it hard to get involved in physical activity and can use that experience to help Active Lincolnshire better understand what needs to change.
- Broader experience of identifying and dealing with situations that make it harder for people living in Lincolnshire to be active.
- Experience of working in, or working closely with voluntary, faith, community or social enterprise sectors.
- Experience and knowledge of how to help people change their behaviours.

All trustees need to:

- Be interested in the work of Active Lincolnshire and passionate about the charities mission to ensure that everyone, regardless of background or ability, has the opportunity to be physically active every day.
- Care about improving the lives of local people.
- Accept and understand what being a trustee involves. This includes charity, company and other laws.
- Be willing to develop your knowledge and skills to fulfil the role well.
- Commit to and support the organisation to run smoothly and make good decisions.
- Be able to represent Active Lincolnshire and build relationships with local partners and organisations.
- Be able to communicate clearly and use basic technology to help with your role as a trustee.
- Be willing to share what you know and work cooperatively with other trustees, the chief executive, and team.
- Have good judgement and an enquiring mind.
- Support Active Lincolnshire's values and always champion fairness, equality, and inclusion for everyone.
- Have some experience in one or more of the following areas: governance, system leadership, communities, strategy, finance, communication and human resources.

Please note: This is a volunteer role, and you will not be paid a salary. However, it is a great chance to gain useful experience and develop your knowledge and skills. Travel costs and other reasonable expenses will be reimbursed.

Board member requirements

As a Trustee of Active Lincolnshire, you will help guide the charity's direction, look after its resources, and check how well it is doing.

You will be expected to attend all board meetings or let us know if you cannot attend. Meetings are usually at the Active Lincolnshire office in Lincoln, but you can join virtually if you need to. Sub-committee meetings are mostly held online.

Sometimes, you may be asked to represent Active Lincolnshire at events. If so, our team will give you all the information you need to do this well.

Board members are accountable to the public for their decisions and actions, and so you should be open to feedback and review.

You will be expected to act carefully and responsibly when helping the board with decisions and activities.

Time commitment

Being a trustee is a time commitment of about 8 to 10 days each year depending on what is happening and what you want to be involved in. This includes:

- Going to four board meetings each year, each lasting 2-3 hours
- Some board members will also join one of two sub-committees, depending on skills and interests (Governance & Standards / Finance & Audit) that meet four times a year, each lasting 1 ½ - 2 hours
- Attending up to two special events, like the Lincolnshire Sport and Physical Activity Awards
- Taking part in induction, training, or a board away days
- Having a yearly review meeting with the chair of the board (half a day including preparation)
- You might also be asked to help with extra projects or groups, depending on your skills and interests
- There could be invitations to other optional events during the year

Are you eligible to be a trustee?

Trustees must be aged 18 or over, and eligible to live and work in the United Kingdom.

You are unable to apply if you:

- have unspent convictions for offenses involving dishonesty or deception
- are bankrupt or subject to bankruptcy restrictions
- disqualified from being a company director
- have been removed from a trustee position by the Charity Commission or High Court

How long can you be a Trustee for?

Trustees serve for four years at a time. If things go well and the board still needs your skills, you can be reappointed for another four years. No one can serve more than eight years in a row (two terms of four years each).

Induction and Training

All new trustees will get an introduction and training opportunities. You will be paired with a current board member, who will help you settle into your role and become familiar with what is expected.

About Active Lincolnshire

Active Lincolnshire is part of a countrywide network of [Active Partnerships](#) funded by [Sport England](#) to put Sport England's [Uniting the Movement](#) plan into action in Lincolnshire.

Research shows that the biggest health benefits come when people who are inactive start being at least fairly active. In Lincolnshire, 3 in 10 adults and nearly 1 in 4 children and young people are not meeting recommended levels of physical activity.

Active Lincolnshire looks at why people in the county find it hard to get involved in physical activity, and works with local groups, organisations, and partners to make it easier for everyone to be more active.

Our [business plan for 2024-2027](#) focusses on three main goals:

- **Supporting the [Let's Move Lincolnshire movement](#)** by working together to reduce inequalities and help more people get active.

- **Taking a place-based approach** which means supporting actions led by local communities to better improve the outcomes for people in those communities.
- **Supporting the physical activity sector** to be resilient and relevant for local people.

We deliver these goals by:

- **Understanding:** We collect information about our communities, listen to people's experiences and share what we learn, so everyone has a clearer picture of why it is harder for some people to be active.
- **Influencing:** We encourage everyone involved to work together to tackle inactivity, helping each organisation understand its role and how it can make a positive difference.
- **Connecting:** We help different groups and organisations come together so they can do more and make a bigger, lasting difference to the lives of people through sport and physical activity.
- **Enabling:** We build support for organisations so they can make being active a natural part of everyday life.

Active Lincolnshire is working hard to make sure that everyone in the organisation feels welcome, valued and included. We promote these values with everyone we work with across the county.

We want our team and Board of Trustees to be made up of people from diverse backgrounds and experiences. We have made progress with this, but we also know there is always more that we can do.

That is why we are looking for ways to improve how we include and support everyone, and we want to be as open and honest as possible about our progress.

You can read more about our commitments in our [Diversity and Inclusion Action plan 2023-2028](#) and our [Equality, Diversity and Inclusion Policy](#).

About the board

The board is made up of people with different backgrounds, knowledge, skills, and experience. What brings them together is a shared commitment to helping people in Lincolnshire be more active.

Each trustee contributes their unique areas of expertise so that Active Lincolnshire works well and makes a positive difference in the community.

The board is regularly reviewed to make sure it continues to do a good job and can best support the organisation going forward.

The board is supported by two smaller sub committees; Finance and Audit, and Governance and Standards.

The Board follows guidance from Sport England, including the Uniting the Movement plan and the Code of Sports Governance, as well as UK Law and the Charities Commission. This means the Board must be open, honest, and invest funds for the purposes they are intended for.

The Board's work includes:

Making sure the organisation makes a difference

- Setting the direction: the Board decides on the overall aims and plans for Active Lincolnshire and makes sure the team and stakeholders are led well.
- Building partnerships and relationships: they build helpful partnerships and relationships.
- Promoting the organisation: Board members champion Active Lincolnshire and influence decision makers.
- Overseeing work: review and challenge the organisations plans, policies, and ways of working to make sure goals are met and the work has impact.
- Supporting inclusion and safety: The board supports and encourages equality, diversity, inclusion, and the safety and welfare of everyone involved, including adults and children at risk.
- Setting standards: They make sure Active Lincolnshire always acts according to standards of behaviour in public life which includes acting with honesty, openness, accountability and fairness.
- The board is responsible for appointing the Chief Executive Officer.

Making sure the organisation is well run

- Making sure all the rules are followed, including charity and company laws and any other laws that apply.
- Reviewing and approving Active Lincolnshire's long-term plans, business plans and annual plans.
- Reviewing and agreeing where money should be spent, how budgets are set, and what the main funding priorities are.
- Making sure Active Lincolnshire's property and assets are protected by using good financial checks, controls, and reporting systems.
- Reviewing and agreeing key risks and plans to manage risk.
- Approving major changes to staff structure and their working terms.

Meet the trustees

Below is a brief introduction about each current trustees. More information can be found on [ActiveLincolnshire.com/About-Us/Our-Team/Our-Board](https://www.ActiveLincolnshire.com/About-Us/Our-Team/Our-Board)

Paul Barron

Paul joined the board in 2023 and is the Chair. He currently runs a consultancy company called Human Alchemy alongside his wife.

Karen Whitfield

Karen joined the board in 2022 and is the board's Senior Independent Director. She works at South Kesteven District Council as an Assistant Director for Culture and Leisure.

Roger Clearly

Roger joined the board in 2023. He is a professional executive coach and the Director at Liberty Physio.

Jo Richardson

Jo joined the board in 2019 and is Chair of the Finance and Audit Committee. She is an Associate Director with Wright Vigar having been employed in accountancy practices for more than 21 years.

Michael Morris

Michael joined the board in 2023 and is chair of the Governance and Standards Committee. He is a sports massage therapist, working in his own private practice in Spalding.

Sarah-Jane Mills

Sarah Jane joined the board in 2023 is the Director of Primary Care, Communities and Social Value at the Lincolnshire Integrated Care Board, bringing a wealth of health care experience to the Board.

Neil Juster

Neal joined the board in 2023 and is currently Vice Chancellor at the University of Lincoln with extensive experience of university management and strategy development.

Richard Flint

Richard joined the board in 2022 and is currently the Vice Chair as well as the Safeguarding and Welfare Lead. He is the Chief Operating Officer for England Golf and has been involved in the golfing industry for 23 Years.

How to apply

You can apply by writing a letter, or by sending a video or audio recording.

Start your letter or recording by clearly saying you are applying to be a trustee with Active Lincolnshire. If you email your application, use 'Trustee for Active Lincolnshire' as the subject line.

In the letter or statement please explain:

- Why you would like to join the Active Lincolnshire Board.
- How you would use your skills and experience to help Active Lincolnshire get **More People, More Active, More Often.**
- The strengths you have that would help you carry out the role of a trustee.

Please also provide a short summary of any work history over the last 10 years (include dates, organisations, and positions) and the names and contact details of two referees who know you well.

Letter

- If you choose to write a letter, please send it to:

Postal submissions: Trustee Recruitment, FAO Emma Tatlow, Active Lincolnshire, The Point, Newland House, Weaver Road, Lincoln, LN6 3QN.

Try to keep your letter to three pages or less.

Email submissions: Please email your letter to
Clare.Williams@ActiveLincolnshire.com

Video or Audio

- If you are applying by video or audio, please keep your recording to under five minutes.

Please email Clare.Williams@ActiveLincolnshire.com to discuss the best way to send your application file.

The closing date for applications is Friday 10th October 2025.

Referees will not be contacted without your prior consent.

What will happen after you apply?

Application shortlisting will take place from Monday 13th October 2025.

If you are shortlisted, you will be invited to our offices on Wednesday 22nd October to meet with members of the board, the Chief Executive Officer, and some of the team. You will be given a time to arrive and can expect the meeting to last 1–2 hours.

This will be a chance for you to learn more about Active Lincolnshire and what it means to be a trustee. The team will talk to you about your application, your skills and experience, and how you could contribute to the board.

We want to understand how your skills, experience, and ideas fit with what we need, and for you to make sure the role is right for you. You can bring notes if that would help you.

Important dates

- Closing date for applications - Friday 10th October.
- Suitable applicants invited for a discussion - no later than Tuesday 14th October.
- Discussion with representatives of the board, CEO and team - Wednesday 22nd October.

Equal opportunities

We kindly ask that you fill out the Equal Opportunities Monitoring Form. You do not have to do this, it just helps us see how well we are doing with equality and diversity in our recruitment.

If you need these documents in a different format, or need help to submit your application, please get in touch Clare Williams, Director of Business Operations & Engagement Clare.Williams@ActiveLincolnshire.com 07891046525

For an informal conversation about the role please contact Emma Tatlow, Chief Executive Officer, Emma.Tatlow@ActiveLincolnshire.com

Privacy Notice

By submitting your application, you are giving consent to your personal data being stored and processed for the purpose of this selection process.

Please be assured that the information you provide will only be used as part of this process. All information will be securely held and access to it restricted to colleagues involved directly in the selection process. Active Lincolnshire is committed to being transparent about how it collects and uses data and to meeting its data protection obligations. Please read our full [GDPR data protection policy](#).