

# England Fencing Ltd

## Executive Director without portfolio - projects

29<sup>th</sup> Jan 2012

### Overview

This role includes helping to formulate England Fencing strategy for achieving it's goals, and specifically for managing time-limited projects agreed by the board, which do not fall into a standing directorate.

This is a volunteer role. Reasonably expenses will be provided.

### Job description

- Defining and delivering specific projects in support of England Fencing goals.
- Liaise with other fencing bodies and external organisations to deliver these projects
- Manage other officials and volunteers involved in projects
- Co-ordinate and manage website content relating to these projects
- Report to the board on delivery, budget and timelines.
- Work with the executive and elected directors to formulate and implement the wider policies of England Fencing Ltd.

### Person specification

- Excellent written and verbal communication skills
- Innovative approach to problem solving
- Experience of project management and budget control.
- Good team-building and management skills
- Experience of working within this or another sports NGB would be advantageous
- Eligible to hold a directorship under the terms of the Companies Act
- Good IT skills
- Enthusiasm and commitment

### Workload

Minimum commitment is approx 8-10 meetings per year, plus variable other commitments, depending on the nature of the project.

### How to apply

Applicants should send a CV and covering letter to [president@englandfencing.org.uk](mailto:president@englandfencing.org.uk) by 11/03/2012.

For an informal conversation regarding the post, please telephone Ray Stafford on 023 9236 2384 or 07887 542670 evenings or weekends.

The appointment is initially for two years, subject to renewal.