

JOB TITLE: VICE PRESIDENT OF UK ATHLETICS

MEETINGS: CONDUCTED EITHER VIRTUALLY OR IN PERSON
TO ATTEND - COULD BE REQUIRED TO TRAVEL IN THE UK

BUSINESS UNIT: BOARD and UK MEMBERS

REPORTS TO: PRESIDENT OF UK ATHLETICS

DIRECT REPORTS: NONE

BUDGET RESPONSIBILITY: NONE

PURPOSE:

When deputising for the President:

- To preside over the UK Members as the custodian of the long-term interests of athletics in the UK.
- To ensure the accountability of UK Athletics (UKA) by overseeing its governance.
- To ensure that the activities of UK Athletics are endorsed across the sport.

KEY RESPONSIBILITIES:

1. Governance

- Act as deputy for the President.
- In the event of any casual vacancy in the position of President act as President.
- Attend meetings of UK Members and UKA general meetings.
- Support the President to ensure UK Members fulfils its responsibilities and obligations.
- Ensure up to date with all major matters affecting UKA to enable them to deputise for the President effectively.
- Lead and participate in sub-groups of UK Members as requested.
- Attend International congresses if called upon.

2. Ambassador

- Act as an ambassador for the sport and UKA at all times.
- Attend (where possible) major national and international championships, UKA televised events, major sponsors' events and a cross section of other athletics events.
- Act as UKA representative as needed, attending a variety of functions as Vice President as required and hosting sponsors and other VIPs as appropriate.

Version	Date	Input by	Update by	Status
1	12/11/2015	R Knibbs, K Taylor	Ralph Knibbs	Active
2	14/07/2023	R Knibbs	Ralph Knibbs	Active
2	09/05/2024	Tom Solesbury	Ralph Knibbs	Active

3. Support

- Build strong and mutually supportive relationships with the President, Chair, Chief Executive, Board members and members of UK Members.
- Support and encourage those in the sport – athletes, officials, coaches, volunteers, sponsors and staff. Canvass views and observations, feeding back to the UK Members, Board or others as appropriate.
- Support the President, in liaison with the Chair and Chief Executive in lobbying and managing our relationships with government, ministers, sports councils, sponsors and other stakeholders.
- Support the President, Chair and Chief Executive in effective relationships with HCAFs, World Athletics, World Para Athletics, European Athletics, BOA, BPA and other athletics organisations for the benefit of the sport.

WORKING RELATIONSHIPS:

- UKA President.
- UKA Chair.
- UKA Chief Executive Officer.
- UKA COO/General Counsel.
- UKA Board Members.
- UK Members.
- UKA Key Stakeholders/Partners.

KNOWLEDGE & SKILLS:

Experience: *(Essential experience required as a minimum to perform the job effectively)*

- Success as an international athlete, coach or official
- Making a major contribution to leading the formulation of organisational strategy, preferably but not necessarily, in a sporting environment.
- Chairing a body or panel with varied composition.
- Evidence of success in chosen career.
- Proven Advisory/Committee experience at a senior level and/or senior leadership experience at board level.
- Good all round business acumen with proven experience, skills and knowledge of the requirements to lead a successful organisation.
- Experience in successfully setting and implementing strategy for an organisation of a similar scale and complexity.

Specific Skills: *(Essential specific skills required as a minimum to perform the job effectively)*

- Commitment to and sympathy with UKA's identity, purpose and values.
- Role model for athletes, coaches or officials

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- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a member of UKA.
- Evidence of commitment to sport and a credibility and respect within the sector.
- Excellent interpersonal, leadership and influencing skills and the ability to lead the board and committees and communicate effectively with stakeholders at all levels.
- Demonstrable independence, impartiality and integrity.
- Excellent communication, relationship and networking skills, able to represent UKA to all our stakeholders.
- Good knowledge of Corporate Governance and Board responsibilities, accustomed to a high level of accountability.
- Easily accessible to London/Birmingham.

TERMS AND CONDITIONS:

JOB TITLE	Vice President of UK Athletics.
HONORARY ROLE	Reasonable expenses incurred will be reimbursed.
TERM	The appointment will be for a period of 4 years with the opportunity for this to be extended by re-election for a further term.
DAYS	1 day per month. A flexible approach to days worked is required, on occasions including evening and weekend working.
NOTICE PERIOD	6 months.

NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organisation.

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