

## Snowsport England Participation and Insight Group Positions

### Secretary

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#### Participation and Insight Group Secretary Vacancy

Are you:

- Interested in the Snowsport disciplines
- Highly organised
- An effective communicator
- Willing and able to invest time to support Snowsport in England

We are looking for people who are passionate about Snowsport, and can commit their time, energy, and enthusiasm to developing and supporting the sport we all love. We want to attract people from all backgrounds who reflect the values of Snowsport England.

The Participation and Insight Group is a new committee and the Secretary, a crucial role which will enable the group to function efficiently and effectively.

The Participation and Insight Group's primary aim is to gather insight from the Snowsport community to help grow participation and Snowsport England membership. This will be done through working with the education sector (schools, colleges, universities), youth groups, Snowsport England clubs, facilities, regions, and the existing membership base. Specifically, to:

- Gather insight and data from the Snowsport community to provide evidence for driving change
- Increase awareness of Snowsport
- Grow the sport and expand the diversity and inclusivity of those participating
- Increase satisfaction levels within our clubs, members and volunteers
- Drive increased participation towards wider Snowsport England opportunities such as coaching, talent pathways and membership
- Work with Snowsport England on current organisational priorities
- Gather insight and data from the Snowsport community and provide evidence for driving change

If you are interested in applying for this role please download the role description below, if you would like additional information on the role and the committee please get in touch via email [info@snowsportengland.org.uk](mailto:info@snowsportengland.org.uk)

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Participation and Insight Group Secretary

Responsibilities and Skills required

Role	Responsibility
Secretary	<p>Ensure Responsible Administration</p> <ul style="list-style-type: none"> <li>• To prepare agendas in consultation with the Chair</li> <li>• To circulate agendas and any supporting papers in good time</li> <li>• To receive agenda items from other committee members</li> <li>• To check that quorum is present</li> <li>• To minute meetings and circulate the draft minutes to all committee members</li> <li>• To ensure that minutes are approved by the committee and published within 21 days of the meeting</li> <li>• To check that committee members have carried out action(s) agreed</li> <li>• To ensure up-to-date records are kept of committee membership</li> <li>• To keep a record of committee precedents and binding decisions</li> </ul>
	Qualities and Skills Required
	<ul style="list-style-type: none"> <li>• Organisational ability</li> <li>• Experience of committee work and procedures</li> <li>• Minute-taking experience (if this is not being delegated)</li> <li>• Good communication and interpersonal skills</li> <li>• Impartial, with the ability to respect confidences</li> <li>• Approachable and sensitive to the feelings of others</li> <li>• Well organised and an eye for detail</li> <li>• Ability to work well with the Chair</li> <li>• Good timekeeping</li> </ul> <p>Time Commitment: The role of Secretary requires an estimated commitment of 6 hours per month</p>

