



RECRUITMENT PACK

Audit and Probity Committee Member

Key details

Detail	Information
Job title	Appointed Member of the Audit and Probity Committee
Responsible to	Chair of the Audit and Probity Committee
Remuneration	Voluntary (reasonable expenses will be paid)
Tenure	Fixed term of three years, with a maximum of three terms of three years served subject to re-appointment. All committee members undergo an annual review to assess their continued suitability to meet the requirements of the role.

How to apply

Apply at: <https://apply.workable.com/cimspa/>

Who to contact

Spencer Moore

Deputy Chief Executive Officer
spencer.moore@cimspa.co.uk

People & Culture

peopleculture@cimspa.co.uk

Key dates

- The closing date for applications is **2nd March 2026** at **9am**.
- The provisional date for virtual interviews is on **16th March 2026**.

An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector. As the only chartered institute for workforce in our sector, we hold a unique position of trust and responsibility to raise standards, create clearer pathways, and enhance the credibility and consistency of the workforce.

We work in partnership with employers, national bodies, training providers, awarding organisations and policy makers to shape a joined-up approach to workforce development. Our influence extends across education, health, employment and community development, enabling professionals working in the sector to have a greater impact on individual lives and national wellbeing.

Our vision is for a recognised, respected and inclusive sport and physical activity sector, powered by a professional workforce that enables people to lead more active, healthier lives.

Why CIMSPA Matters

- We endorse and quality-assure education, are the custodians of the sectors professional standards, issue professional status and lead continuing professional development. We are a government recognised regulatory body.
- Our work, such as the Training Academy, Careers Hub, Workforce Observatory, and Governance Framework are not aspirations, but ongoing realities driving sector change.
- In collaboration with Sport England, Innovate UK, NGBs, training providers, employers, and government, we are embedding sport and physical activity into broader policy agendas concerning health, inclusion, and regional skills planning.



CIMSPA

About our work

Strategic Vision and System Interventions

Under our 2024–2030 Strategy, Releasing the Power of our Profession, we build on the foundation of system interventions designed to develop professional recognition, standards, expand access to careers and ensure a sustainable and inclusive workforce:

- Local Skills Delivery – Aligning training supply with skills demand.
- Training Academy and Education Ecosystem – A quality-assured approach to guide professionals to accredited learning.
- Careers Support – Expanding our Careers Hub and small business support to increase recruitment, retention, and diversity.
- Workforce Governance – Introducing governance frameworks and working toward a national workforce registration model.
- Workforce Observatory – Developing research-led insights to respond to evolving sector needs.

National Workforce Snapshot

- 586,000 paid roles (as of end-2022), supported by 3 million+ paid and volunteer coaches.
- 29% work within both sport sector and occupation;
- 40% in non-sport roles within the industry (e.g., finance, catering);
- The sector remains younger, stronger in male representation and less diverse than the UK labour market: 30% aged 16–24, 24% aged 25–34 – approximately three times the national average.
54% male vs 46% female (UK avg. 52:48).
Ethnicity: 87% White compared to 85% UK average.
Disability: 9% disclose a disability vs 15% UK average.

These metrics reinforce the need for CIMSPA's targeted strategy interventions to diversify entry points and progression opportunities, ensuring people from all backgrounds can see sport and physical activity as a long-term, professional career.



CIMSPA

About the Audit and Probity Committee

The Board of Trustees is the ultimate decision-making body within CIMSPA. It is responsible for setting the strategic direction of the organisation and for providing exemplary leadership. You can find out more about the Board of Trustees [here](#).

Our Board is supported by a range of committees with delegated authority, with membership comprising of trustees and other individuals appointed for their expertise and/or experience in their respective fields. You can find out more about our governance structure [here](#).

The Audit and Probity Committee reports directly to the Board of Trustees. The committee's purpose is to oversee CIMSPA's risk landscape. By ensuring that risk is adequately managed and that the organisation is governed with integrity, the committee guides CIMSPA's strategic decision-making processes. Alongside this, the committee provides oversight, challenge and scrutiny across a range of areas, including our internal controls and our financial performance and management.

More information about the committee and a copy of the Terms of Reference can be found [here](#).

What you'll gain

Experience genuinely robust challenge in action

Join a committee where constructive challenge drives every discussion. Collaborate with members from risk management, commercial finance, leisure operations, compliance, and data and systems. Contribute to a diversity of perspective which creates rigorous scrutiny and well-balanced decision making.

Make a strategic impact on UK health and wellbeing

Apply your expertise to help shape the future of sport and physical activity across the UK, influencing outcomes that improve lives and strengthen communities.

Elevate your governance profile

Build experience with a Royal Chartered charity, demonstrating your ability to deliver governance excellence and organisational assurance at the highest standard, and providing a valuable step towards a board trustee or non-executive director role.

Learn from true cross-sector expertise

Expand your thinking by working alongside specialists from a wide range of professional backgrounds. This breadth of knowledge and experience strengthens judgement and enhances the quality of decisions.

Partner with high-calibre leadership

Work closely with an ambitious executive team that actively seeks challenge and genuinely values strong, effective governance.

Access unique sector intelligence

Gain privileged insight into a vital part of the UK health and social infrastructure.

The role of a committee member

Committee members have the following **responsibilities**:

- Ensure that the committee fulfils its purpose as stated in its Terms of Reference.
- Ensure that the committee complies with CIMSPA's Charter and Statutes, charity law, company law and all other relevant legislation/regulations as they relate to the committee.
- Manage CIMSPA's resources responsibly and honestly, with a duty of prudence.
- Work in partnership with CIMSPA's CEO or senior leadership team to ensure the strategic aims of the organisation are achieved as they relate to the committee, maintaining a management and oversight role.
- Ensure that the committee is accountable.

Committee members are expected to demonstrate the following **behaviours**:

- Act in CIMSPA's and the committee's best interests.
- Act with reasonable care and skill.
- Lead by example in demonstrating the values of the institute, acting at all times with honesty, transparency and integrity in line with the Board and Sub-Committee Member Code of Conduct.
- Participate in achieving well-rounded and carefully considered strategic decision-making
- Engage in and facilitate an equitable, inclusive, and effective environment for committee meetings that promotes a culture of openness and debate.
- Demonstrate a clear, ongoing commitment to Equality, Diversity and Inclusion, and to safeguarding and welfare.

Who are we looking for?

An in-depth knowledge of the sport and physical activity sector is not essential. However, we are looking for someone who shares our belief in our vision, and who is committed to the highest levels of governance, risk management and assurance.

Specialisms

Based on the committee's annual skills review, we have identified the following as a priority for recruitment:

- Government and policymaking
- Legal and regulatory

Therefore, we are seeking to appoint a committee member with significant experience in at least one of these areas.

Government and policymaking

The sport and physical activity sector is increasingly recognised as central to the UK's ambitions around health, wellbeing, education, productivity, and social cohesion. As the professional body for the sector's workforce, it is vital that CIMSPA builds and maintains strong relationships with a range of government departments in order to advocate for the sector and to influence policy development on a national scale.

We are looking for a committee member who understands how government departments function and how best to leverage our credibility and reputation to gain acknowledgement of our workforce's ability to impact on broader agendas.

Legal and regulatory

CIMSPA is in the unique position of being registered with the Privy Council, the Charity Commission and Companies House. We are also listed as the sole regulator for the sport and physical activity sector on the Government's Regulated Professions Register. We are therefore seeking a committee member with in-depth knowledge and experience of the legal and regulatory frameworks which we operate in, or experience of working within another regulatory environment.

Core skills

Across the committee we require the skills below to be covered in depth. However, we do not expect any single committee member to be an expert in all areas, rather we expect each member to have significant expertise in some of the following:

Finance

- Understanding of how to read financial statements and what they show.
- Experience of monitoring and scrutinising the financial performance of an organisation, including performance against budgets and long-term forecasting.
- Knowledge of what robust financial processes and internal financial controls should look like, and experience of implementing these.
- Understanding of how to manage reserves and investments effectively.

Audit and risk

- Understanding of effective internal audit processes and their role in risk identification and management.
- Knowledge of what robust internal controls and mitigations should look like.
- Experience of assessing the risk appetite of an organisation and of ensuring that risk is managed within this context.
- Experience of scrutinising organisational risks and an understanding of effective risk management practices.

Governance and compliance

- Understanding of the risks and requirements of GDPR.
- Ability to scrutinise governance practices and to recognise where improvements can be made.
- Knowledge of current EDI good practice and the ability to take into account EDI considerations during decision-making.

System interventions

- Understanding of CIMSPA's system interventions (as detailed in our strategy), particularly any potential or actual risks arising from them.

Business and commercial

- Understanding of CIMSPA's vision and mission, and the ability to ensure they are kept front and centre of everything CIMSPA does.
- Ability to operate at a strategic level and to avoid getting too involved in operational detail.
- Ability to 'horizon scan' to identify potential opportunities and challenges for CIMSPA.

Digital

- Understanding of effective IT systems and data integrity and experience of ensuring these are appropriately managed.
- Understanding of the potential opportunities and challenges presented by existing, new and emerging technologies.
- Understanding of cybersecurity and experience of managing risks related to this.

Time commitment

Once you have completed your induction process, we estimate that the role will require a commitment of the equivalent of seven days per year, spread across the year.

Committee meetings normally take place five times each calendar year, usually virtually. You will be expected to attend each of these meetings. In addition, the role includes (but is not limited to) the following:

- Preparation for committee meetings, including agreeing the agenda.
- Carrying out any actions which are allocated to you at meetings and to contribute to any requests for information, feedback or opinions between meetings (which will normally be requested electronically).
- In addition to committee meetings, other contact between committee members or with the Chair, CEO or relevant CIMSPA staff may be necessary at times. This will usually be electronic or by telephone.

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitivity: attuned to the needs of others.
 - Welcoming: make others feel welcome through patience, respect and kindness.
 - Encouraging: supports others and nurtures their development.
 - Sharing: collaborating with others and passing on ways of working to make the organisation better.
-

We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
 - Change: able to adapt to and make changes.
 - Progression: can facilitate steps to achieve progression.
 - Inventive: uses resources flexibly.
-

We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
 - Approachable: being available, listening and having an affinity with others.
 - Confidence: poise; demeanour; control; capable; articulation; grace.
 - Reflective awareness: think critically leading to self- improvement.
 - Self-management: reflective behaviour allowing you to improve performance.
 - Awareness of others: ability to influence others.
-

We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
 - Interactive: communicates effectively.
 - Energetic: passionate; enthusiastic; positive.
 - Sociable: amenable; approachable; interacts.
 - Motivational: encourages others to achieve goals.
-

We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
 - Solutions not problems.
-

Volunteering for CIMSPA

- Everyone deserves a great team environment.
- Everyone deserves to feel that what they're doing is making a difference.
- Everyone deserves to be valued and trusted and to be allowed to learn and grow in their role.

This is our aim at CIMSPA.

We take our culture and our people's well-being seriously.

We believe in our people and are committed to providing a stable, positive and supportive environment. In our view, healthy and happy staff and volunteer teams are better equipped to do their best work and more importantly, enjoy their lives inside and outside the organisation.

What you can expect:

- A comprehensive induction.
- Relevant personal development opportunities.
- Reimbursement of agreed expenses for your volunteering role.
- The knowledge that you are making a positive difference to the sport and physical activity sector's workforce.





**The Chartered Institute for the
Management of Sport and Physical Activity**

www.cimspa.co.uk info@cimspa.co.uk
Incorporated by Royal Charter RC000849
Charity registration number 1144545