



Job description – Volunteer role

**Member of the Workforce
Governance and
Registration
Scheme Advisory Board**

Key details

Detail	Information
Job title	Member of the Workforce Governance and Registration Scheme Advisory Board
Responsible to	Associate Director – Standards and Regulation
Responsible for	N/A
Commitment	4x 2-to-3-hour meetings per annum
Salary	Voluntary (reasonable expenses will be paid)
Board or committee	Board
Tenure	Fixed 18-month term

How to apply

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

Who to contact

Colin Huffen

Associate Director – Standards and Regulation

colin.huffen@cimspa.co.uk

People & Culture

peopleculture@cimspa.co.uk

Key dates

The closing date for applications is at **5pm on 23rd July 2026**.

Next steps

- We will shortlist all applicants within a week of the closing date and will be in touch regardless of the outcome.
- Appointments will be made based on the information received in the application.

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.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector workforce, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



About this role

We are seeking people from a variety of backgrounds to join our advisory board for the workforce governance and registration scheme project.

CIMSPA has been commissioned by Sport England for the next three years (2026–2029) to deliver the workforce governance and registration scheme project. The purpose of the project is to allow everyone taking part in sport and physical activity to enjoy safe and high-quality experiences, and to be supported in achieving their goals in a positive environment.

For the project to be successful the work must be supported and developed by the stakeholders it will impact. The purpose of the board is to support the delivery of the workforce governance and registration scheme project, providing support, advice and guidance to CIMSPA in the delivery of the project.

The board will be responsible for overseeing the three workstreams of the project:

1. Ensuring sports are register ready.
2. Developing the registrar for the oversight of the accredited register holders.
3. The digital development of a publicly searchable national register.

The board will have to make significant decisions that will affect the workforce and the organisations responsible for governing it. For example, the board will determine the level of scrutiny to be

applied, agree the registrar's monitoring processes, and approve the registrar's identity, purpose and name.

It is anticipated that the group will meet four times per year over an 18–24-month period. Over time, the board is expected to become the board of the appointed organisation responsible for overseeing the workforce governance and registration scheme project, referred to as “the registrar”.

An initial induction/standardisation meeting will be held in person, if possible. Thereafter meetings will be held remotely with papers issued for review ahead of the meeting. Board members will also be invited to attend 2 national events per year with the wider stakeholders for the project.

Job description – key tasks

- To attend four group meetings per annum. Meetings are normally held online and for 2-3hours.
- To support and advise CIMSPA on the delivery of the project.
- To define, determine, monitor and evaluate risks related to the delivery of the project.
- To monitor, evaluate and support the project's operational delivery.
- To analyse and critically appraise paperwork supporting the decision-making process.
- To advocate for the project within their networks.
- To work with the Associate Director at CIMSPA to ensure the delivery of the project meets the intended aims.

Job description – person specification

Essential skills, knowledge and experience

- An understanding of the workforce governance and registration scheme to date.
- Experience of representing an organisation at a senior level.
- Experience of working in sport and physical activity sector policy or in another relevant policy area and is in a role within or able to affect the scope of the project.
- Able to understand the broader policy context and how the individual work relates to the wider sector.
- Able to review documentation and provide recommendations.
- Strong analytical skills and an understanding of how to interpret qualitative and quantitative research.

Desirable skills, knowledge and experience

- Experience of working on a committee, board or similar forums at a senior level, in a commercial, voluntary or public sector context.
- Working with charitable company structures (joint ventures, effective group structures etc).

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitiveness: 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.
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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.
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Volunteering for CIMSPA

- Everyone deserves a great team environment.
- Everyone deserves to feel that their volunteering 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 volunteers' well-being seriously.

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

What you can expect:

- Welcome pack and induction.
- Reimbursement of agreed expenses for your volunteering role
- Relevant personal development opportunities.

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**

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Incorporated by Royal Charter RC000849
Charity registration number 1144545