RECRUITMENT PACK

Role: VISPA Chair (voluntary position)

Closing date: Friday 4th June 2021

VISPA (Visually Impaired Sport & Physical Activity) is a group of Liverpool based organisations that have come together with the aim of supporting visually impaired (VI) people to take part in more physical activity.

VISPA currently support the delivery of a number of activities across the city region for VI people to participate.  We encourage and support VI people in Liverpool to be more active, more often and above all else, enjoy the experience, so that they will be healthier, happier and have increased confidence.

**VISPA are recruiting for a volunteer chair to support the group in fulfilling it’s strategic priorities.**

**Please read the role description and person specification below and if you would like to apply for the role of VISPA Chair then please email** [**vispa@savinorthwest.com**](mailto:vispa@savinorthwest.com) **outlining why you are interested in the role and what experience you can bring.**

**ROLE DESCRIPTION**

**Responsibilities:**

* Leads on all VISPA meetings as chair
* Creates agendas for meetings
* Serves as primary contact for VISPA
* Leas conversation on setting goals and objectives for group
* Leads on the development of the group and ensures its decisions are implemented.
* Reviewing meeting minutes
* Signs off key documents and funding
* Ensuring full and timely communication with members
* Enforcing rules of conduct as they apply to the group and its individual members

**Time commitment:**

* 12 Meetings a year
* Additional time to prepare for meetings and work with members
* Additional time to be liaison for VISPA with key partners
* Attend events throughout the year that VISPA have organised.

**PERSON SPECIFICATION**

Demonstrate a strong personal commitment to:-

* The vision and aspirations of VISPA.
* Supporting the VI community in Merseyside.
* Advocating the benefits and opportunities to be physically active.
* Championing equality and inclusion for blind and partially sighted people.

Passionate about supporting the VI community to be physically active.

Understand the challenges and issues which blind and partially sighted people face on a day-to-day basis.

Awareness of the organisations and support available in Merseyside to assist blind and partially sighted people.

Personal gravitas and authority to lead the VISPA Group.

Exhibit strong inter-personal and relationship building abilities.

To be comfortable in an ambassadorial role in order to raise awareness of VISPA and the needs of the VI community in Merseyside.

Demonstrate tact and diplomacy, with the ability to listen and engage effectively.

Strong networking capabilities that can be utilised for the benefit of VISPA and the VI community in Merseyside.

Ability to foster and promote a collaborative environment.

Ability to commit the necessary time and effort required to conduct the role well, including travel and attending events out of office hours.

Experience of governance and working with or as part of a committee or board in either a voluntary or professional capacity.

Experience of chairing meetings.

Good, independent judgment.

An ability to think creatively

A record of personal integrity and behaviours consistent with Nolan’s Seven Principle of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.