



CYCLOPARK[®]

RIDE • FITNESS • PLAY

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WELCOME

Thank you for your interest in becoming a trustee of The Cyclopark Trust. The following information should help you get an understanding of the roles and responsibilities of a trustee and how the board of the Cyclopark Trust operates.

Since opening in early 2012, we've established ourselves both as one of the leading cycling venues in the UK and as a significant health and wellbeing hub in Gravesham and Kent.

Our Ride (cycling), Fitness and Play portfolio of activities has seen us host national competitions in many cycling sports, as well as deliver invaluable day to day classes, coaching sessions and access to facilities for residents from the surrounding area and wider disability and cycling communities. Please see the supporting document for a snapshot of what we do and why plus a sample of the positive impacts delivered by The Cyclopark Trust.

We are one year into our new Four – Year strategic plan which is outlined in this document. In working towards our strategic objectives and business goals, we will be measuring our success so that we can celebrate progress and adapt to change.

To help us get there, our Board needs more trustees to ensure we provide the right direction and scrutiny. Ideally, you'll be comfortable working at executive or Board level or be able to demonstrate the potential to do so. You'll certainly be willing to challenge and be challenged.

As a trustee, the commitment and energy you display will make a direct difference to the charity, its employees, and its customers. And while you bring your skills and energy to the charity, you will hopefully be gaining new experiences and knowledge and finding opportunities for personal development.

If you think you could be a trustee of Cyclopark, we'd love to hear from you.

Kim Lloyd
Chair of Trustees

ABOUT CYCLOPARK

Registered Charity (1144915)

Limited Company (07762463)

Cyclopark was a project that began when the A2 bypass was built in 2003.

In a 10-year journey to the opening of the site, funding was sourced from organisations including British Cycling, Colyer-Ferguson Charitable Trust, Kent County Council and Sport England.

Upon completion, state-of-the-art facilities included:

- 2.5km road circuit
- 6.5km mountain bike trails
- Skatepark
- National BMX track
- Pump track
- Play Park
- Community spaces
- Bike workshop and changing areas.
- Healing Zone (sports injuries) and physio clinic
- Onsite Café

Over time, the park has been enhanced and extended to also include:

- Gym and Fitness studio
- Spin Studio
- Cyclo-land children's adventure play village
- Extra tuition centre
- The WOW centre – early years for toddlers and babies
- Cyclo-cross zones

As a charity, the Cyclopark facilities make a difference to community health and wellbeing, as well as the advancement of amateur sport.

The quality and continued development of facilities at the park means we are able to host a range of national and international sporting events, as well as leisure experiences, which means we also contribute to the local economy by attracting visitors from the local area, across the country and beyond.

The Mission

The mission for Cyclopark is to be an outstanding venue that offers cycling, fitness and wellbeing for all ages and abilities.

Values

Cyclopark values are at the heart of everything we do. They inform the way we design and deliver our services and the way we all work and behave. Cyclopark expects all its employees and trustees to observe our core values and to understand our Code of Conduct for ethical behaviour. Our core values focus on four themes:

TEAMWORK

To work in ways which are open, inclusive, responsive, and accountable to develop and maintain positive working relationships with customers, stakeholders, and partners to achieve excellent outcomes.

TRUST

To ensure all stakeholders are given open and honest information to make decisions, to learn from our mistakes and promote continuous improvement and best practice.

TREATING PEOPLE FAIRLY

To recognise that everyone has an important part to play in achieving the mission for Cyclopark and to value the diverse and vibrant nature of our members and community.

SPENDING MONEY WISELY

To set high expectation to achieve strategic outcomes, actively seek out opportunities to improve delivery of services through partnership and listen to feedback.

Objectives

As a not-for-profit charity we have no shareholders, our profits are re-invested into the park's infrastructure for the benefit of our members and the wider community.

Over the next four years, through our Strategic Plan, we are focussed on achieving the following key objectives:

- Every child in our community to be able to ride a bike before they leave primary school.
- Increase use and participation of Cyclopark by the local community through an inclusive approach where everyone, irrespective of their background, identity, or circumstances, can access our facilities and reach their potential.
- Improve the health & wellbeing for people by offering a wide range of activities and programmes.
- Host and support competitive riders at regional, national, and international cycling events and celebrate their success with the local community.
- Support the journey from learning to ride to a podium finish by using Cyclopark's cycling development pathway.



TRUSTEE – ROLE DESCRIPTION

Remuneration:	The role of Trustee is not accompanied by any financial remuneration.
Location:	Cyclopark The Tollgate Watling Street Gravesend Kent DA11 7NP
Time commitment:	4 Board meetings per year and additional attendance at subcommittee meetings (approximately 4). Combination of virtual and on-site meetings.
Reporting to:	Board of Trustees

Preferred Areas of Expertise:	Finance Charity Income Generation & Grant Funding Event Management
Preferred Primary Skills:	<p>Finance – guidance and direction in terms of financial planning and strategy, risk management, investments and reserves, including budgeting and review of management and audited accounts.</p> <p>Charity Income Generation & Grant Funding – understanding the range of available income sources; developing strategies and delivery plans for pursuing these; supporting the writing and reviewing funding bids and applications; incorporating successful bids into the wider marketing and communications plan; developing relationship networks to increase the likelihood of successful fundraising.</p> <p>Event management – developing event marketing strategies as part of a wider organisation’s strategy; developing and reviewing business case cost and benefit analysis; planning and delivering events up to and including high profile national and international sporting events; risk management of events; operational management of events to ensure stakeholder satisfaction.</p>

Objective

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective boards are ones which benefit from individuals from a diverse range of backgrounds, experiences, and skill sets. The role of a Trustee is to ensure that Cyclopark fulfils its duty to its beneficiaries and delivers on our vision, mission, and values.

Cyclopark has the objective of ensuring that its board is appropriately diverse. We believe that a diverse board is more likely to contain a broader range of skills, knowledge, and experience than one which is more narrowly based. Having an inclusive board means we can ensure that the charity is fair and open in all its dealings and activities. We respect and appreciate diversity of opinion and background.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing documentation.
- To ensure that the organisation pursues its objectives as defined in its governing documentation.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

In conjunction with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Trustee - Person specification

Individuals are sought who have a strong empathy with our mission.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Likely Experience:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and

colleagues to achieve organisational objectives

- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Likely Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team.