****

**Appointment of new Outdoor Recreation Network Chairperson**

# Introduction

## Outdoor Recreation Network

The Outdoor Recreation Network (ORN) is an unincorporated network of public agencies and non-governmental organisations across the United Kingdom (UK) and Republic of Ireland (RoI). ORN grew out of the Countryside Recreation Network (CRN) that was established in 1968. Benefiting from a long history of partnership, ORN member organisations are involved in outdoor recreation and related fields such as the natural environment, outdoor activities, tourism and health.

ORN has set out an ambitious Action Plan for 2019 – 2022 with the following vision and mission:

**Vision:** ‘**Encourage more people to enjoy and engage with the outdoors’**

**Mission**: **‘Collaborate with members to share research, facilitate information exchange, and champion sustainable use and good practice.’**

The action plan focuses on the following priority themes:

* Research and Knowledge Sharing (including monitoring and evaluation)
* Environment Sustainability
* Health and Wellbeing
* Engaging Children and Young People in the Natural Environment
* Resource Management (including funding and income generation)

## Roles and Responsibilities

## Role of Chairperson

ORN is currently seeking a driven and enthusiastic Chairperson to take a strategic led in the delivery of this Action Plan.

The role will involve:

* Acting as ORN’s custodian ensuring the long-term sustainability of the organisation
* Leading the delivery of ORN Action Plan 2019-2022 (with support of the ORN Executive)
* Strategic planning i.e. preparation of strategic plans, operational plans, membership recruitment plans
* Overseeing budget control of ORN’s finances
* Developing the agenda in advance of ORN Executive Committee meetings (with support from ORN Secretariat)
* Chairing meetings of the ORN Executive (typically 6 per year – 3 meetings coincide with seminars / conference with a further 3 via conference call)
* Acting as an ambassador for ORN with an emphasis on growing membership
* Attend ORN Seminars (2 x 1-day per year) and annual Conference (1 x 2-day)

### Role of Executive Committee

ORN has an Executive Committee comprising 5 members, currently serving 2-year terms (that can be renewed on a rolling basis).

|  |  |  |
| --- | --- | --- |
| Name | Position | Organisation  |
| Bridgette Hall (Vice-Chair) | Head of Recreation | Forestry Commission England |
| Lee Newton (Finance Officer) | Head of Consumer Operations | Ordnance Survey Limited |
| Kevin Lafferty | Policy Advisor Access, Health & Recreation | Forestry Commission Scotland |
| Pippa Langford  | Principal Specialist Recreation and Access | Natural England |
| Alison Kohler | Director of Conservation and Communities | Dartmoor National Park Authority |

The Executive Committee will deliver the following:

* Acting as ORN’s custodians ensuring the long-term sustainability of the organisation
* Delivery of ORN Action Plan 2019-2022 (with support of the ORN Secretariat) – each Executive Committee member will lead on a priority theme
* Strategic planning i.e. preparation of strategic plans, operational plans, membership recruitment plans
* Acting as an ambassador for ORN with an emphasis on growing membership
* Engaging with meetings of the ORN Executive (typically 6 per year – 3 meetings coincide with seminars / conference with a further 3 via conference call)
* Attend ORN Seminars (2 x 1-day per year) and annual Conference (1 x 2-day)
* Planning of seminars and workshops including hosting or part hosting at least one event during their tenure
* Approving expenditure
* Recruiting and managing performance of ORN Executive

### Role of Secretariat

The Chairperson and Executive Committee will be facilitated by the ORN Secretariat. This role is currently delivered by Outdoor Recreation Northern Ireland (retained from October 2018 – September 2021 and subject to an annual Service Level Agreement) who deliver c.2 days per week.

An overview of the secretariat role includes:

* Event Management – organising 2 x 1-day seminars and 1 x 2-day conference per year
* Network Development – growing membership
* Executive Committee Meetings – organising and minuting 6 meetings per year
* Membership Communication – website, social media, e-newsletters etc
* Accounts / Admin – invoicing and reporting on financial performance

# Appointment of ORN Chair

## Terms of the Appointment of the ORN Chair

1. The position of ORN Chair is voluntary and independent i.e. it is a non-paid position initially but a payment of 20% of new revenue generated from membership recruitment will be paid as a performance incentive
2. Chair can come from anywhere, including from ORN members, i.e. Chair may be a member of staff or a Board member of an ORN member organisation – ORN are open to suggestions from members who may have staff who seek further professional development
3. The position of Chair will be held for a period of 2 years following appointment (consideration may be given for a lesser term for the right person)
4. The budget for travel and subsistence the Chair will be agreed for the period of the 2 years at this time
5. The position can only be held for consecutive terms, following successful re-election at the end of each term

## The Process

1. Nominations for the post of Chair can be made by any Full or Support ORN member using the official nomination form (see Appendix 1)
2. This should provide a short overview of how the nominated individual fulfils the essential criteria (see 2.3)
3. The nominee must have agreed in principle to the nomination
4. The nominee must also prepare a statement about why they want the role, their vision for ORN and how they would work with members and others to achieve it
5. The 'Appointment of ORN Chair Sub-Group' may invite nominees to attend an interview at a time and place to be agreed
6. The Executive Committee will make the final decision.

### Timetable

|  |  |
| --- | --- |
| Action | Date  |
| Nominations from ORN Full and Support Member Organisations for Chair to be made to the ORN Secretariat | Deadline: 4pm on **Thursday 29th August 2019** |
| ORN Executive Committee to receive list of nominees (including supporting information) and shortlist candidates for interview | Monday 30th August 2019 |
| Interview by 'Appointment of ORN Chair Sub-Group' (if required) | Week commencing 2nd September 2019 |
| Appointment of Chair  | Monday 9th September 2019 |

## Essential Criteria

Candidates must be able to successfully demonstrate their ability to meet the following essential criteria:

**Experience:**

* A minimum of 5 years at senior management level within an outdoor recreation orientated organisation
* Prior experience of:
	+ Successful strategic planning and implementation
	+ Organisational change / transformation
	+ Performing the role of chair for committees or working groups

**Behaviour and competences:**

* Aptitude to think strategically, analytically, problem solve and make decisions
* Ability to act as an ambassador and recruit new members
* Strong verbal communicator to confidently:
	+ advise, communicate and influence at all levels in a sensitive manner
	+ deliver addresses at key ORN events
	+ act as an ambassador for ORN
* Highly self-motivated with the ability to act on personal initiative
* Valuable team player with a desire to share learning and ideas
* Detailed knowledge of key issues and trends in outdoor recreation across the United Kingdom and Ireland

# Contact

If you have any queries relating to this appointment process, please contact:

Elizabeth Rogers
ORN Secretariat
Email: elizabeth@outdoorrecreation.org.uk
Direct Line: +44 (0)28 9030 6947

Please note clarifications should be sought by 4pm on Wednesday 21st August 2019.

****

**Nomination for the role of Chair of the Outdoor Recreation Network**

|  |  |
| --- | --- |
| **Nominating Body**  |  |
| **Nominating Body (Key Contact)** | **Name:** |
| **Email:** |
| **Phone Number:** |
| **Nominee**  | **Name:** |
| **Email:** |
| **Phone Number:** |
| **Postal Address:** |
| **Declaration** **I confirm I have liaised with our chosen nominee and they are willing to stand** | **Signed:** |
| **Print Name:** |
| **Date:** |

|  |
| --- |
| **Nominating body’s statement** Please provide a summary overview outlining how the nominated individual fulfils the essential criteriaPlease relate this to the essential criteria (Section 2.3) and do not exceed 2 x A4 pages (font size 11) |
|  |
| **Signed: Name: Date:**  |
| **The Nominee’s Statement**Please outline why you want the role, your vision for ORN and how you will work with members and others to achieve it.*Please do not exceed 2 x A4 pages (font size 11)* |
|  |
| **Signed: Name: Date:**  |

**Please submit via email to** **elizabeth@outdoorrecreation.org.uk** **4pm on Thursday 29th August 2019.**