

The Chichester Bike Project Board Development



COMMUNITY



EDUCATION



EMPOWERMENT



SUSTAINABILITY



WELLBEING

We are looking to recruit a team of board members at our first Annual General Meeting (AGM). The AGM will be held at The Chichester Bike Project. As a community-owned asset, our board should represent the full diversity of the area and to be representative of the Cycling community and wider community stakeholders. There are 9 roles on the board that are essential for making this a success. We are hoping that you may have the time, skills, and experience to put your name forward.

How to apply

All those interested need to be committed to delivering community benefit and bringing together the aims and objectives of the project initially for at least 12 months. Each year directors will need to resign from their position but can stand for re-election. The Chichester Bike Project board will meet every 4 weeks, and each member will be expected to complete tasks related to their role in between meetings.

Please see the Job Description of each role for further details, you can view these by clicking on the hyperlink in each Role Title.

To stand for election as a Director, please complete the following steps:

- Write a **Short Explanation** of why you would like to join the board and what you hope to bring to the role. You can submit this as a written piece of no more than 300 words or, alternatively, you can submit it as a short video of no more than 2 minutes.
- Please email hello@chichesterbikeproject.com with the information above, along with your Full Name, Address, Contact Number and Email Address.

For this initial Board of Directors, please send your information through by 10am Monday 16th September.

Please contact us at hello@chichesterbikeproject.com with any questions.

Roles & Person Specifications

Roles:	Person Spec:	
<p><u>Chair</u> The role of the chair is to facilitate decision making and collaboration between board members, chair meetings and set up agreements with all external stakeholders.</p>	Board level experience, preferably with Chair experience.	Vacancy
<p><u>Vice Chair</u> This person will support the Chair and stand in for the chair in their absence. Their role is the same as the chair.</p>	Board level experience. Good facilitation and personal skills.	Vacancy
<p><u>Secretary</u> The secretary role is to ensure compliance with the Community Benefit Society regulators – Financial Compliance Authority and Companies House.</p>	Board level experience Experience as a company director or trustee is essential.	Vacancy
<p><u>Treasurer</u> The treasurer will be responsible for preparing and reporting on the budget and setting up the financial management of the CBS.</p>	Accountancy, financial management and/or book-keeping experience are essential.	John Eagles, CCDT Founding Director
<p><u>Head of Marketing & Communications</u> This person will engage people interested in the CBS to help shape its vision and ensure that the activities of the CBS are well communicated and advertised.</p>	Experience in marketing, communication and/or sales is essential. Experience in community engagement and supporting a community membership offer desired.	Vacancy
<p><u>Head of Operations</u> This person is responsible for overseeing and optimising the day-to-day operations of the CBS to ensure effective delivery of its community-oriented programmes and services. This role involves strategic planning, resource</p>	Experience in managing operations within a community-based organisation or non-profit. Excellent communication and interpersonal skills.	Vacancy

management and leadership to achieve the CBS mission and objectives.		
<p><u>Head of Business Development</u></p> <p>This person will focus on facilitating collaboration between the various stakeholders, explore new opportunities for cycling and bike schemes in Chichester and the surrounds.</p>	Knowledge and experience in business development. Experience in facilitating groups of stakeholders for mutual benefit.	Vacancy
<p><u>Head of Community Engagement</u></p> <p>This person will assure that the wider community not yet involved in the project and people will benefit from its aim and objectives. Their task will include developing and implementing community activities and advising on programmes.</p>	<p>Experience working in the community, or charity sector</p> <p>Experience in community engagement and designing community offers.</p>	Liz Woodsell, CCDT Founding Director
<p><u>Head of Fundraising</u></p> <p>This person will focus on raising funds through grants, sponsorship and fundraising activities, working closely with CCDTs fundraising team and volunteers interested to support this.</p>	Experience in raising funds in the third sector. Experience in building commercial relationships and gaining sponsorship.	Clare de Bathe, CCDT Founding Director