



## **Additional Information on the Application Process for becoming the Chair of Edinburgh Leisure's Board**

Thank you for considering applying to become the Chair of Edinburgh Leisure's Board. This information is intended to help you understand the process.

We use our online recruitment portal to administer the application process. In here you will find:

- This document – which provides an overview of the process
- The role profile – which provides some information about Edinburgh Leisure, our Board and the role of Board Chair. It also details the skills, knowledge and experience that are required.
- The application form – which must be completed in order to apply

### **Overview**

Our Board Chair is appointed for fixed terms, and our current Chair has reached the end of their second term. We are now seeking applications to fill this position.

Our Board Chair leads our Board, which is made up of 14 other volunteers, all of whom are professionals and leaders in other sectors. Our Board brings valuable oversight, guidance and governance to how we operate. We seek a balance of skills and professions to ensure that our Board is best placed to support us.

The role profile details the essential and desirable experience that we are seeking.

It is very important to us that our Board represent the communities that we serve, so we welcome applications from a diverse cross-section of our communities.

### **The Application Process**

We use an online application process. The online form captures:

- Essential personal details (so that we can contact and communicate with you)
- Your CV (so that you can demonstrate the skills and experience that we need – to help us keep our process diverse and inclusive, please keep personal detail as limited as possible)
- Asks three questions (so that you can explain your interest in this position and what you hope to bring to the role)
- Demographic data (so that we can measure diversity and inclusivity – this information will be kept separate from the selection process and not shared with the panel at any time).

### **The Selection Process**

We will review all the applications and select the applications that best fit the role profile and invite them to an interview. The interview panel will be three current Board members

and will give both parties the opportunity to ask questions. We are likely to hold these interviews during July.

Following the interviews, the interview panel will identify the applicants who would be the best fit for our Board Chair vacancy. The successful applicant will be offered the Board Chair subject to full Board approval. The interview panel will recommend the appointments at our next full Board meeting, which takes place on 9<sup>th</sup> September 2024.

### **Further Information**

Information about Edinburgh Leisure and the work we do is on our website [www.edinburghleisure.co.uk](http://www.edinburghleisure.co.uk) (there is information about our Board in the [who we are](#) section).

If you would like an informal discussion on this opportunity, then please email our Chief Executive, Jen Holland, on [jenholland@edinburghleisure.co.uk](mailto:jenholland@edinburghleisure.co.uk).

If you have any questions about the process, please email [hrsupport@edinburghleisure.co.uk](mailto:hrsupport@edinburghleisure.co.uk) and one of the HR team will help you.