

Job Description

Updated March 2025



Job Title: Chair of Audit and Risk Committee

Department: Swim England London

Reporting to: The Swim England London Board

Term of Appointment: 3 Years

Grade: Voluntary Role – (Remuneration for agreed expenses will be paid)

Job Purpose:

- Provide strategic leadership and oversight for the audit and risk management functions of the organisation.
- Ensure the Board meets its obligations, regulations, and responsibilities in these areas.
- Chair the audit and risk committee and advance the performance and security of the organisation.
- Collaborate with the Chair and other Board Directors to align audit and risk management strategies with the overall goals of the organisation.

Our Values:

- To be clear & transparent
- To listen & respect others
- To spot, support & signpost.
- To collaborate & consult
- To be inclusive & diverse

Key responsibilities

- To Chair three online meetings per year and provide leadership and support to the Audit and Risk Committee, ensuring all minutes of meetings are uploaded onto Sharepoint.
- Oversee the arrangement for the prevention of fraud/corruption within Swim England London Region and to be formally notified of any breaches.
- Oversee and consider the risk management process.
- Consider any feedback received from the external Examiner as part of their work and report endorsement of the annual accounts, or otherwise, to the Members.
- Be available to be consulted by staff, Board Directors, and volunteers regarding issues of fraud, inappropriate/illegal payments, and other issues of an illegal/inappropriate nature as it relates to the operation of the organisation.
- Has the authority to request meetings with any Board Directors or Discipline Chair to discuss matters of concern in their area of responsibility
- Investigate relevant issues and determine whether any breakdown in formal procedures has occurred and report to the relevant Committee or Board the outcome of its investigation and any recommended actions arising from those investigations.
- Bring to the attention of the relevant Committee or Board at the earliest opportunity any evidence of ultra-vires transactions, improper acts, bribery, or other important matters.

Skills and experience required

Personal Specification

- A professional background in audit and risk management
- An understanding of the appropriate business of an Audit and Risk Committee.
- Strong leadership skills with the ability to develop an effective and united committee.
- Experience of overseeing organisational risk in a leadership role.
- The knowledge and ability to ensure the correct resources are being employed to support quality financial reporting.
- Be able to provide oversight, monitor and review the internal reporting structures in place.
- Excellent communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- A willingness to devote time to carry out these responsibilities.