

NEWPORT LIVE  
CASNEWYDD FYW

**JOIN US AS A  
NON-EXECUTIVE  
DIRECTOR & TRUSTEE**

NEWPORTLIVE.CO.UK  
01633 656757    





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# WELCOME

## Dear potential board member

We have two exciting opportunities to join the Newport Live Board of Non Executive Directors as a result of long serving members retiring from the board.

We need people with expertise, energy and ambition to assist us to achieve improvements to the health and wellbeing of the people and communities of Newport. We deliver an exciting combination of services across sport, leisure, theatre, arts, culture and wellbeing in Newport, as well as regionally and nationally across Wales and the UK. We deliver coaching and participation opportunities from grassroots to professional performances and events at the highest standards.

To help us continue our success as we drive the organisation forward, we are looking for Trustees who are willing to volunteer their time, expertise and experience to help our communities and who will embrace and share our passion, mission, vision and values.

We are fortunate in having a first-class workforce who provide exceptional customer service and go the extra mile, but who would welcome your advice and support in their personal development to improve the organisation and the services that we provide.

Amongst other skills we are proactively seeking new Board Members with experience and insight into sustainability, human resources, law, marketing and sales.

In return for your contribution on a voluntary basis, we promise that you will enjoy being part of a charitable organisation which is striving to help the community become happier and healthier and will give you the opportunity to make new friends, meet some interesting people, expand your horizons and make a real difference.

Newport Live recognises and embraces equality, diversity and inclusion. We welcome and encourage applications from people from the global majority, women, young people, and people from the LGBTQIA+ community.

If this opportunity excites you, I would be delighted if you could complete a short expression of interest in order so that we can learn a little more about you and the contribution you could make to our charity.

**Kevin Ward**  
Board Chair

# ABOUT NEWPORT LIVE CASNEWYDD FYW

Would you not want to help Newport live have a greater impact in the city of Newport?

Newport Live is a charity providing sporting, leisure and cultural activities in Newport to support the health and wellbeing of people in the city and beyond, inspiring everyone to become happier and healthier.

As a non profit distribution organisation and registered charity all the surplus income we create is invested back into the services and facilities we offer – so Newport Live customers help us to support our local community to improve their wellbeing.

Newport Live delivers a wide range of services at Newport International Sports Village (NISV), which is home to the Geraint Thomas National Velodrome of Wales, Regional Pool and Newport Tennis Centre and Newport Stadium. The Riverfront Theatre and Arts Centre, Station are in the centre of the city and the Active Living Centre, Bettws.

Newport Live provide coaching and participation programmes throughout the wellbeing, sport, physical activity, education, arts and sport sectors, from grassroots to high-performance. They strive to encourage participation, the achievement of personal goals, improved wellbeing, fun and inclusivity.

Newport Live have hosted many high-profile events including the Big Splash festival, World Class acts, international competitions and sporting events, including training camps for the Team GB and Paralympics GB cycling teams.

The charity continue to develop the Big Splash having created and developed the largest outdoor street arts festival in Wales. The Riverfront Theatre welcome over 25,000 to the city during the 2-day event. Plans are already well underway to further expand the festival for 2025.

Newport Live's Sports and Arts Development teams are highly regarded locally, regionally, and nationally by partners which includes; Sport Wales, Arts Council of Wales, Disability Sport Wales, Street Games, the Office of the Police and Crime Commissioner for Gwent, Newport City Council, Welsh Government, Tennis Wales, Swim Wales, Beicio Cymru, LTA, Aneurin Bevan University Health Board, Public Health Wales, Youth and Social Services together with a wide range of other partners.

The Newport Live team have won a number of national awards and has been recognised for their innovation and best practice. The team delivers and

facilitates high quality sport, education and arts opportunities for children, families, schools, communities, clubs, and local groups across Newport and wider areas of South Wales.

Newport Live recognise how sport, physical activity, theatre, arts and culture can have such a positive impact on mental and physical wellbeing. It enhances lives and improves social value across our regions and importantly recognises and responds to urgent needs. The team strive to make a difference in the community to improve wellbeing and encourage lifelong participation and engagement in sport and the arts.



# WE ARE PROUD TO OFFER CUSTOMERS A WIDE RANGE OF ACTIVITIES

## SOME EXAMPLES INCLUDE:

- Adult and junior tennis coaching programmes
- A full aquatics programme from learning to swim through to a high-performance competitive swimming programme
- An annual Pantomime
- An extensive indoor track cycling programme together with outdoor community programmes
- An extensive programme of art workshops
- Athletics, Football, Rugby and a range of other sports including Boccia & inclusive programmes
- Bespoke supportive health improvement programmes including NHS endorsed Goodboost
- Big Splash community arts festival and other large-scale events
- Biocircuit, cardio, strength, resistance, specialist studios within our 5 gyms
- Community based, award winning sports, wellbeing & arts development programmes
- Community intervention and diversionary programmes
- Corporate hire and conferencing facilities
- Extensive family and holiday activities
- Fishing at the Newport International Sports Village lake
- GP Exercise referral programme and follow-on Stepping Stones to activity programme
- Group cycling studios including virtual cycling classes
- Inclusive events and competitions
- International, national and regional sporting events, concerts and cinema screenings
- Local exhibitions in our art gallery
- Momentwm Active Travel programme
- Other racquet sports including table tennis, badminton, pickleball
- Theatrical and artistic performances



# VENUES

## NEWPORT INTERNATIONAL SPORTS VILLAGE

### » GERAINT THOMAS NATIONAL VELODROME OF WALES

The Geraint Thomas Velodrome is one of only five international indoor velodromes in the UK and can host up to 1,700 spectators. It is also home to two gyms as well as new and improved fitness studio, indoor group cycling studio, outdoor cycle speedway track, 3G pitch, BMX pump track, 12 badminton courts inner arena and has many conferencing areas.



### » REGIONAL POOL & NEWPORT TENNIS CENTRE

The Regional Swimming Pool and Newport Tennis Centre has a 25m eight-lane competition swimming pool able to host 625 spectators and has a 12m x 8m teaching pool. Newport Tennis Centre is one of just 6 outdoor centres in Wales and has 4 indoor and 3 outdoor floodlit tennis courts. On site there is also a large newly developed digitally powered gym, large café, an outdoor multi use games area, a children's outdoor playground and various meeting rooms.



### » NEWPORT STADIUM

Newport Stadium is highly flexible athletics and multisport outdoor venue with meeting rooms to hire. Home to Newport Harriers Athletic Club, Newport RFC, Newport City FC and is Newport County AFC's training facility. The stadium can accommodate 2,450 spectators and can stage international stand track and field athletic events.





## ◀ THE RIVERFRONT THEATRE AND ARTS CENTRE

The Riverfront is at the heart of the arts and entertainment scene in Newport, which brings as many people as possible into contact with the arts and creative industries. It is the City's only professional theatre and arts centre. Two theatre spaces are able to accommodate audiences of 500 and 128 people and along with the only cinema in the centre of the city, an art gallery, a dance studio, multiple workshop rooms, conferencing facilities a café and bars. The Riverfront has recently received funding from the Arts Council of Wales to support sector leading investment into de-carbonisation and energy efficiency, improving the building and artistic activities.



## ◀ STATION

Station is a gym, wellbeing and activity centre, located in the city centre, opposite Newport's train station. The facility has over 120 stations to host of both new and familiar market-leading equipment. We're passionate about delivering health and fitness to the community and Station is a phenomenal interim wellbeing and activity centre which replaced Newport Centre.

Momentwm Active Travel secure cycle storage is located within the facility.



## ◀ ACTIVE LIVING CENTRE

The Active Living Centre is based in the heart of the Bettws Community, by day and term-time it is Newport High School. Newport Live operates the leisure facilities during evenings, weekends and holiday periods. The centre is home to a 25m four-lane swimming pool, gym, a dance studio, 4 badminton courts, sportshall, floodlit astroturf pitch, an outdoor multi-use games area, 4 outdoor tennis courts and football pitches.



## OUR MISSION

To be the people's first choice for Sport, Leisure, Culture and Entertainment, delivering inspirational programmes and events in high quality facilities, with skilled and enthusiastic staff that create Happier and Healthier lives.

## OUR VISION

Inspiring People to be Happier and Healthier

## OUR VALUES

Our values which underpin all that we do are:





## BOARD OF TRUSTEES



## EXECUTIVE TEAM



Chief Executive  
Steve Ward



Director of Finance &  
Resources  
Company Secretary  
Martyn Seaward



Director of Business  
Development  
Andrea Ovey



Director of Operations  
Neil Sargeant

# DUTIES & RESPONSIBILITIES OF OUR NON EXECUTIVE DIRECTORS/ TRUSTEES

## THE RESPONSIBILITIES:

- Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, non executive directors, board members, governors or committee members. The principles and main duties are the same in all cases.
- Trustees have and must accept ultimate responsibility for directing the affairs of a charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

## ENSURE COMPLIANCE - TRUSTEES MUST:

- Ensure that the charity complies with charity law and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and Accounts as required by law.
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

## DUTY OF PRUDENCE - TRUSTEES MUST:

- Use charitable funds & assets reasonably.
- Ensure that the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.



# PERSON SPECIFICATION FOR A NEWPORT LIVE TRUSTEE

## EXPERIENCE, SKILLS & ABILITIES IN ONE OR MORE OF THESE AREAS

- Sustainability
- Human Resources
- Finance
- IT & Digital
- Legal
- Education
- Entrepreneurial
- Business Management
- Public Relations
- Health & Wellbeing Improvement
- Integrity
- Crime & Antisocial Behaviour Prevention
- Commercial, Sales & Marketing
- Property Management
- Public Sector
- Live in our Community
- Experience of Leisure & Culture Sector
- Strategic Vision

## OTHER REQUIREMENTS

- An ability to think creatively
- Willingness to speak their mind
- Awareness of local issues and appreciation of the linkage to the Wellbeing of Future Generations Act
- Appreciation of status and functioning of charitable organisation
- To be an Ambassador for Newport Live
- To act with impartiality, fairness and ability to respect confidentiality



## TIME COMMITMENT

- The Board meets bi-monthly in person 5pm – 8pm in Newport.
- In addition to the full Board meetings, a number of Sub Groups meet bi-monthly in Newport, the Sub Groups are, Finance and Human Resources, Marketing & Communications and Strategy.
- An Arts Panel also meet quarterly, to support the full board.
- New Trustees will be invited to join the Sub Groups are appropriate.

## APPOINTMENT

The initial appointment will be for up to 3 years, following which there may be an opportunity to reapply for a further term



## HOW TO APPLY

A short expression of interest form is to be completed and applicants should use the person specification to assist them to provide the relevant information as part of the expression of interest application.

All positions are voluntary, expenses are available.

The form should be returned to:

**STEVE WARD**  
CHIEF EXECUTIVE  
**NEWPORT LIVE**  
**REGIONAL POOL & TENNIS CENTRE,**  
**NEWPORT INTERNATIONAL SPORTS VILLAGE**  
**NEWPORT, NP19 4RA**

or by email to: [steve.ward@newportlive.co.uk](mailto:steve.ward@newportlive.co.uk)

Further information is available from our website:  
[www.newportlive.co.uk](http://www.newportlive.co.uk)

**WHAT IS STOPPING YOU FROM WANTING TO JOIN  
US ON OUR JOURNEY OF MAKING NEWPORT A  
HAPPIER AND HEALTHIER PLACE?**

For informal discussion about Newport Live and  
the role of a Non-Executive Director Trustee, please  
contact Steve Ward on 01633 656757  
or 07429 462192.

Click to access the  
application form

**NEWPORTLIVE.CO.UK**  
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**CLOSING DATE 31 JANUARY 2025**

NEWPORT LIVE  
CASNEWYDD FW

riverfront  
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STATION GORSAF  
NEWPORT LIVE

SARAIAT THOMAS  
REGIONAL VELODRÔME OF WALES  
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