

A Background to JudoScotland

JudoScotland (JS) is the sportscotland-recognised Scottish Governing Body for the Olympic sport of judo within Scotland. It has a growing membership in excess of 7440 individual members and currently services approximately 136 Clubs, 500 coaches and 153 officials.

Engagement Overview

| | | | |
|-------------------------------|--|-----------------------------|--------------------------|
| Delivery Team: | Board of Directors | Reports to: | Chairman of the Board |
| Budget Responsibility: | £900,000 - £1,000,000 | Direct Reports: | N/a |
| Appointment Terms: | 3 years | Salary banding: | Voluntary Position |
| Hours of Work: | N/a - Voluntary Position | Holiday Entitlement: | N/a - Voluntary Position |
| Location: | JudoScotland, South Platt Hill, Ratho, Newbridge, EH28 8AA | | |

Primary Purpose of Position

You will be responsible for providing outstanding leadership and governance of JudoScotland Limited (JS), a leading Scottish Governing body of Sport (SGB).

Your primary role is to contribute to the effectiveness of the Board in its task of setting and implementing the direction and strategy of JudoScotland (JS). As well as being a member of the Board, you are expected to act as a representative of the company, which will involve the presentation of JS aims, aspirations and policies to the JS membership and stakeholders. You will effectively contribute to Board meetings, the Annual General Meeting and any other general meetings. You will be involved in Board discussions and decision-making, with the goal of seeking a consensus view.

You will work effectively with fellow Board members and the JS Leadership Team to strategically plan the work of JS and to play an active and appropriate role in monitoring progress and achievements. This will require you to participate in the formulation of policies that guide the work of the Company and to work within these policies at all times. You will be prepared to undertake other activity as directed by the Chairman of the Board.

Key Responsibilities

1. To act in the best interests of JudoScotland (JS) at all times;
2. To put the interests of JS first in all activities;
3. To declare all relevant business and voluntary interests;
4. To attend induction, occasional training session(s), workshop(s) and consultation events;
5. To work in accordance with the JS rules, procedures and policies;
6. To regularly attend meetings and participate appropriately in providing information as requested and participate in discussions and decision making;
7. To circulate information and correspondence as appropriate to the content;
8. To ensure that decisions taken are in the best interests of JS and that all legal and moral responsibilities are met;
9. To participate in the formulation of the policies that guide the work of the Association and to work within these policies at all times;

10. To demonstrate corporate and cabinet responsibility and support for all decisions made by the association;
11. To uphold the good name of JS at all times and positively promote the values, principles and objectives for which it stands;
12. To participate fully in the strategic planning of the work of JS and to play an active and appropriate role in monitoring progress and achievements;
13. To protect the position of JS as the sportscotland-recognised Scottish Governing Body (SGB) for the sport of Judo in Scotland;
14. To ensure that the interests and views of JS Members are sought and represented;
15. To report as appropriate to the Chairman of the Board;
16. To undertake other activity as directed by the Chairman of the Board.

Finance

17. To adhere to the JS financial procedures manual.
18. To maintain financial records in accordance with the JS's financial policies and procedures;
19. To declare all payments, hospitality, gifts, travel or similar that is given or received in connection with holding office within JS.

General, Administration and Corporate Governance

20. To promote a positive image of JS in all dealings with internal and external contacts;
21. To maximise the resources of JS at all times;
22. To protect confidential information and adhere to the policies, procedures and processes of JS;
23. To uphold the core values of and positively promote JS as the national governing body for judo-in-Scotland at all times;
24. To operate within the JS Key Policy Documents (KPD) at all times;
25. To contribute to, and/or staff JS event(s) where required;
26. To be willing to work outside normal office hours including weekends and evenings as and when required in order to meet the requirements of the job;
27. To conduct other appropriate duties across the organisation as requested by the Chairman.

Recruitment and Employment

Tenure Terms

28. The position of Non-Executive Director is voted in by the membership at the Company's Annual General Meeting (AGM) and is for an initial tenure of 3 years.

Remuneration and Benefits

29. The role of Non-Executive Director is a voluntary role and therefore attracts no remuneration.
30. Expenditure necessarily incurred in the fulfilment of the role will be reimbursed in line with the relevant JS policy.

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

| Education and Experience | Essential | Desirable | Evidenced via |
|--|-----------|-----------|---------------|
| Educated to Degree level (or equivalent) in a relevant discipline | | ✓ | Application |
| A minimum of two years' experience operating within a small and/or medium sized enterprise (SME) | | ✓ | Application |
| Demonstrable experience of having worked in a Board-level role | | ✓ | Application |
| Experience of working as part of a cohesive team | | ✓ | Application |

Experience of operating at Board level?

| Knowledge, Skills and Abilities | Essential | Desirable | Evidenced via |
|--|-----------|-----------|---------------|
| A working knowledge of the financial aspects of the Companies Act 2006 | | ✓ | Application |
| A high level of computer literacy/information technology (IT) skills, to include a comprehensive, demonstrable understanding of, Microsoft Office and other software packages. | ✓ | | Application |
| Excellent oral and written communication skills | ✓ | | Application |
| Numerate and accurate | ✓ | | Application |
| A positive attitude towards making changes where necessary to improve efficiency and performance | ✓ | | Application |
| A willingness to work flexibly to meet the requirements of the role | ✓ | | Application |
| A willingness to undertake additional duties aligned to the role and/or across the organisation | ✓ | | Application |
| Experience of operating within the voluntary / not-for-profit sector. | | ✓ | Application |

Equal Opportunities

JudoScotland is fully committed to the principles of equality and equal opportunities and is responsible for ensuring that no member, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.