

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 7300 individual members and currently services 136 Clubs, 500 coaches and 153 officials.

Employment 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:	Initially 3 years	Salary banding:	N/a - 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 administrative, logistical and organisational support to the Performance Delivery Team (PDT) and in particular its national training squad(s), coaching staff and athletes. The detailed co-ordination of domestic and international training camps and competitions (individuals, squads and teams) will be a priority, combined with wider generic administrative support for the PDT programmes.

Key Responsibilities

1. To be the lead financial Board member on behalf of the Company;
2. To Chair the Corporate Governance Working Group;
3. To act in the best interests of JudoScotland (JS) at all times;
4. To put the interests of JS first in all activities;
5. To declare all relevant business and voluntary interests;
6. To attend induction, occasional training sessions, workshops and consultation events;
7. To work in accordance with the JS rules, procedures and policies;
8. To regularly attend meetings and participate appropriately in providing information as requested and participate in discussions and decision making;
9. To circulate information and correspondence as appropriate to the content;
10. To ensure that decisions taken are in the best interests of JS and that all legal and moral responsibilities are met;
11. To participate in the formulation of the policies that guide the work of the Association and to work within these policies at all times;
12. To demonstrate corporate and cabinet responsibility and support for all decisions made by the association;
13. To uphold the good name of JS at all times and positively promote the values, principles and objectives for which it stands;
14. 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;

15. To protect the position of JS as the sportscotland-recognised Scottish Governing Body (SGB) for the sport of Judo in Scotland;
16. To ensure that the interests and views of JS Members are sought and represented;
17. To report as appropriate to the Chairman of the Board;
18. To undertake other activity as directed by the Chairman of the Board.

Finance

19. To adhere to the JS financial procedures manual.
20. To maintain financial records in accordance with the JS's financial policies and procedures;
21. 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

22. To promote a positive image of JS in all dealings with internal and external contacts;
23. To maximise the resources of JS at all times;
24. To protect confidential information and adhere to the policies, procedures and processes of JS;
25. To uphold the core values of and positively promote JS as the national governing body for judo-in-Scotland at all times;
26. To operate within the JS Key Policy Documents (KPD) at all times, including (though not exclusively): Equality; Complaints; and Health and Safety;
27. To contribute to, and/or staff JS event(s) where required;
28. 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;
29. To conduct other appropriate duties across the organisation as requested by the Chairman.

Recruitment and Employment

Tenure Terms

30. The position of Treasurer 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

31. The role of Treasurer is a voluntary role and therefore attracts no remuneration.
32. 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.

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

Knowledge, Skills and Abilities	Essential	Desirable	Evidenced via
Experience of operating within the voluntary / not-for-profit sector.	✓		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

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.