



**JudoScotland**

# Independent Director

Candidate Pack



## An Introduction to JudoScotland

As the sportsScotland-recognised national governing body for the Olympic sport of Judo, JudoScotland (JS) represents its growing individual membership, member clubs, coaches and hundreds of qualified, enthusiastic and committed volunteers delivering judo across Scotland.

The Olympic sport of Judo has the potential to have a major impact on the lives of the Scottish population. Our sport has an inherent ability to engender respect for others, a sense of fair-play, develops a personal confidence and self-discipline within its participants, along with the obvious potential for an improvement in physical fitness whilst enabling those involved to contribute to a better society.

### Overview

<b>Role:</b>	Independent Director	<b>Reports to:</b>	Chairman of the Board
<b>Budget Responsibility:</b>	Circa £1,000,000	<b>Direct Reports:</b>	Not applicable
<b>Appointment Terms:</b>	3 years (max of 2 terms)	<b>Commitment:</b>	Approx. 6 meetings per year (2hrs approx. each) in addition to agreed projects related to skill set (approx. 4 hrs a month)
<b>Location:</b>	JudoScotland, South Platt Hill, Ratho, Newbridge, EH28 8AA		

The role of Independent Director sits within the JudoScotland Board, alongside the Chairman, Treasurer and fellow Board members. The JudoScotland Board is led by Marc Preston, the current JudoScotland Chairman.

### Primary Job Purpose

You will be responsible for providing outstanding leadership and governance of JudoScotland (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 the JS aims, aspirations and policies to the JS membership and stakeholders. You will effectively contribute to Board meetings, the annual general meeting (AGM) 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.

### Specific Role Responsibilities

#### Independent Director

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 occasional training session(s), workshop(s) and consultation events;
5. To work in accordance with the JS rules, procedures and policies;
6. To attend Board meetings (face to face or online) 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 Company 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 report as appropriate to the Chairman of the Board;
15. To undertake other activity as agreed with the Chairman of the Board.

## **General Responsibilities**

### **Finance**

16. To adhere to the JS financial procedures manual.
17. To maintain financial records in accordance with the JS's financial policies and procedures;
18. 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**

19. To promote a positive image of JS in all dealings with internal and external contacts;
20. To maximise the resources of JS at all times;
21. To protect confidential information and adhere to the policies, procedures and processes of JS;
22. To uphold the core values of and positively promote JS as the national governing body for judo-in-Scotland at all times;
23. To operate within the JS Key Policy Documents (KPD) at all times;
24. To conduct other appropriate duties across the organisation as requested by the Chairman.

### **Other Responsibilities**

25. Provide advice and guidance on legal & governance / marketing & communications matters ensuring practical, strategic and operational support to deliver JudoScotland's strategic objectives.
26. Steer, advise and challenge where appropriate, the JudoScotland Board of Directors and all decision making individuals within JudoScotland on legal & governance / marketing & communications matters
27. Develop and drive forward the JudoScotland strategic objectives on legal & governance/ marketing & communications
28. Provide support and guidance to the JudoScotland Board & Staff team in relation to their plans and activities regarding legal & governance / marketing & communications matters

## Knowledge, Skills and Experience

Knowledge, Skills and Experience	Essential	Desirable	Method of Assessment
Experience in relevant discipline ie Legal & Governance or Marketing & Communications	✓		Application and Interview
A high level of computer literacy/information technology (IT) skills.	✓		Application
Excellent oral and written communication skills	✓		Application and Interview
Numerate and accurate	✓		Application
A minimum of two years' experience operating within a small and/or medium sized enterprise (SME)		✓	Application and Interview
Demonstrable experience of having worked in a Board-level role		✓	Application and Interview
Experience of working as part of a cohesive team		✓	Application and Interview
A working knowledge of the Companies Act 2006		✓	Application

## Personal Attributes

Personal Attributes	Essential	Desirable	Method of Assessment
A positive attitude towards making changes where necessary to improve efficiency and performance	✓		Interview
A willingness to work flexibly to meet the requirements of the role	✓		Application and Interview
A willingness to undertake additional duties aligned to the role and/or across the organisation	✓		Application and Interview

## Location

JudoScotland has its headquarters located within the Edinburgh International Climbing Area (EICA) complex, South Platt Hill, Ratho, Newbridge, EH28 8AA. Meetings of the Board generally take place approximately six to seven times per year at the JudoScotland offices with capacity for online attendance. Generally Board meetings take place on a weekday evening and last two hours.

## Induction and Training

All new Board members are offered an initial induction programme on joining JudoScotland. As a responsible employer, JudoScotland looks to provide ongoing training and development for both its staff and Board members within the restrictions of its annual budget.

## How to Apply

### Tenure Terms

29. The position of Independent Non-Executive Director is recruited and appointed by the Board and is for an initial tenure of 3 years.

### Remuneration and Benefits

30. The role of Independent Director is a voluntary role.

31. Expenditure necessarily incurred in the fulfilment of the role will be reimbursed in line with the JudoScotland financial procedures policy.

### Application Process

32. Applicants are asked to submit a copy of their curriculum vitae and a covering letter outlining their preferred post ('Legal & Governance', or 'Marketing & Communications') and their reason(s) for applying for the post.

33. These should be forwarded **under confidential cover** via:

- Email: [hr@judoscotland.com](mailto:hr@judoscotland.com), with the email subject: "Board Recruitment" or;
- Post: Board Recruitment, JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, EH28 8AA.

34. The closing date for applications will be Monday 11<sup>th</sup> July 2022. Interviews will likely be held during the week beginning Monday 18<sup>th</sup> July 2022 with the panel consisting of the CEO and Board member(s).

### Restrictions

35. Please note that this vacancy is not open to anyone who has been:

- a. Disqualified from holding a Directorship in a Limited Company;
- b. Disqualified from being a Charity Trustee pursuant to section 69 of the Charities and Trustee Investment (Scotland) Act 2005 and/or;
- c. Suspended or removed as a Charity Trustee pursuant to section 34 of the same Act.

### Equality Monitoring

36. JudoScotland is committed to selecting staff/ Board members solely on the basis of their ability to do the job for which they are being recruited and not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation, class or social background or parental status. Please help us monitor the implementation of this policy by downloading, completing and returning the equality monitoring form available on our website ([www.JudoScotland.com](http://www.JudoScotland.com)).

37. Your answers will be kept strictly confidential and are used for monitoring purposes only. Once received, this form will be detached from your application and will be treated as anonymous. It will not be seen by the panel which shortlists or interviews for the job.  
Thank you in advance for your cooperation.

### For Further Information

For an informal, confidential discussion about the role please contact:

Marc Preston  
Chairman  
m: 0131 333 2981

Judith McCleary  
Chief Executive Officer  
m: 07563 390 305