

A Background to JudoScotland

JudoScotland (JS) is the Scottish Governing Body for the Olympic sport of judo. It has a growing membership 7200 individual members, Clubs, coaches and officials.

We want to grow a stronger judo community at every level of the sport we love, and we are looking for inspirational directors to help us shape that future.

Overview

Delivery Team:	Board of Directors	Reports to:	Chair of the Board
Budget Responsibility:	Circa £1,000,000	Salary:	N/a
Appointment Terms:	Initially 3 Years		
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). You will work effectively with the Chair, fellow Board members and the JS Executive staff 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.

Key Responsibilities

1. To act in the best interests of JudoScotland Limited (JS) at all times;
2. To put the interests of JS first in all activities;
3. To declare all relevant voluntary and business interests;
4. To attend any induction, occasional training sessions, workshops and/or consultation events as requested by the Chair;
5. To participate in the formulation of the policies that guide the work of JS and to work within these policies at all times;
6. To regularly attend Board meetings and to participate appropriately in providing information as requested and to 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 demonstrate corporate and 'cabinet' responsibility and support for all decisions made by the Board;
10. To uphold the good name of JS at all times and positively promote the values, principles and objectives for which it stands;
11. 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;
12. To protect the position of JS as the sportscotland-recognised Scottish Governing Body (SGB) for the Olympic sport of Judo in Scotland;
13. To ensure that the interests and views of JS Members are sought and represented appropriately;

14. To report as appropriate to the Chair of the Board;
15. To undertake other activity as directed by the Chair of the Board.

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 with 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 contribute to, and/or staff JS event(s) where required;
25. 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 role;
26. To conduct other appropriate duties to support the organisation as requested by the Chair.

Recruitment and Employment

Tenure Terms

27. 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

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

The person specification is a picture of the skills, knowledge and experience needed to carry out the job.

Knowledge and Experience	Essential	Desirable	Evidenced via
Experience in a leadership role	✓		Application
Demonstrable experience of having worked in a membership-oriented or customer-focussed role	✓		Application
Previous experience of working as part of a cohesive team	✓		Application
Experience of developing and implementing business plans with successful outcomes	✓		Application
Knowledge and understanding of Equality, Diversity and Inclusion practices and principles		✓	Application
Previous experience of operating within the voluntary / not-for-profit sector		✓	Application
Experience of working with volunteer committees		✓	Application
Previous experience of operating at Board level		✓	Application
Understanding and experience of corporate governance		✓	Application

Skills and Abilities	Essential	Desirable	Evidenced via
Strong interpersonal and communication skills	✓		Application
A high level of computer literacy/information technology (IT) skills, to include a comprehensive, demonstrable understanding of, Microsoft Office	✓		Application
Numerate and accurate	✓		Application
Well-developed analytical, problem solving and decision making skills	✓		Application
A positive attitude towards embracing changes and supporting employees / volunteers to adapt to appropriate changes to improve efficiency and performance	✓		Application
A willingness to work flexibly to meet the requirements of the role	✓		Application

Equality

We welcome applications from people of all backgrounds and communities to ensure that JudoScotland best represents those who are passionate about judo. We particularly encourage applications from women, disabled people and those from ethnically and culturally diverse communities – all of whom are currently under-represented within JudoScotland.

Questions

If there are any questions about the role or JudoScotland please don't hesitate to either email judithmccleary@judoscotland.com or call 0131 333 2981.