

## 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 an inspirational chair to help us shape that future.

## Employment Overview

<b>Delivery Team:</b>	Board of Directors	<b>Reports to:</b>	The Board/The JudoScotland Membership
<b>Budget Responsibility:</b>	Circa £1,000,000	<b>Salary</b>	N/A
<b>Appointment Terms:</b>	3 Years		
<b>Location:</b>	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 ensure that the Board is effective in setting and implementing the direction and strategy of JudoScotland (JS). As well as being Chair of the Board, you will act as the companies leading representative, which will involve developing, in conjunction with the CEO, external relations with appropriate partners, in particular **sportscotland** and British Judo Association.

You will effectively chair Board meetings, the Annual General Meeting and any other general meetings, including the determination of the order of any agenda. You will monitor the contribution of individual Board members and will ensure that all are involved in discussions and decision-making. At all meetings you will direct discussion towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed;

You will take a leading role in determining the position and structure of the Board and will undertake regular reviews of the overall size of the Board, skills, experiences and diversity of the directors to ensure that the Board has the appropriate mix of skills to govern JudoScotland effectively.

You will work collaboratively 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.

## Key Responsibilities

1. To provide leadership to the Board;
2. To take responsibility for the composition of the Board and its development;
3. To plan and conduct Board meetings effectively;
4. To ensure the provision of appropriate information for the Board;
5. To ensure that all directors are involved in the work of the Board and to ensure that the Board is focussed on its key strategic tasks;
6. To engage the Board to assess, evaluate and improve its own performance;
7. To oversee the induction and development of new directors;
8. To provide line-management for the Chief Executive Officer (CEO);

9. To act in the best interests of JudoScotland Limited (JS) at all times;
10. To put the interests of JS first in all activities;
11. To declare all relevant voluntary and business interests;
12. To attend any induction, occasional training session(s), workshop(s) and/or consultation events;
13. To participate in the formulation of the policies that guide the work of the Company and to work within these policies at all times;
14. To regularly attend Board meetings and to participate appropriately in providing information as requested and to participate in discussions and decision-making;
15. To circulate information and correspondence as appropriate to the content;
16. To ensure that decisions taken are in the best interests of JS and that all legal and moral responsibilities are met;
17. To demonstrate corporate and 'cabinet' responsibility and support for all decisions made by the Board;
18. To uphold the good name of JS at all times and positively promote the values, principles and objectives for which it stands;
19. 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;
20. To protect the position of JS as the sportscotland-recognised Scottish Governing Body (SGB) for the Olympic sport of Judo in Scotland;
21. To ensure that the interests and views of JS Members are sought and represented appropriately;
22. To report as appropriate to the Board;
23. To undertake other activity as directed by the Board.

#### **Finance**

24. To adhere to the JS Financial Procedures manual.
25. To maintain financial records in accordance with the JS's financial policies and procedures;
26. 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**

27. To promote a positive image of JS in all dealings with internal and external contacts;
28. To maximise the resources of JS at all times;
29. To protect confidential information and adhere to the policies, procedures and processes of JS;
30. To uphold the core values of and positively promote JS as the national governing body for judo-in-Scotland at all times;
31. To operate within the JS Key Policy Documents (KPD) at all times;
32. To contribute to, and/or attend staff JS event(s) where required;
33. 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;
34. To conduct other appropriate duties to support the organisation as requested by the Board.

#### **Recruitment and Employment**

##### **Tenure Terms**

35. The position of Chair of the Board is voted in by the membership at the Company's Annual General Meeting (AGM) and is for a tenure of 3 years.

##### **Remuneration and Benefits**

36. 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 senior leadership role	✓		Application
Experience in chairing boards or committees	✓		Application
Demonstrable experience of having worked in a membership-oriented or customer-focussed role	✓		Application
Proven experience of developing and implementing business plans with successful outcomes	✓		Application
Track record of influencing partners / decision makers	✓		Application
Proven ability of financial and budget setting / control skills	✓		Application
Knowledge of the current sporting and political landscape	✓		Application
Understanding and experience of corporate governance	✓		
Knowledge and understanding of Equality, Diversity and Inclusion practices and principles	✓		Application
Previous experience of working as part of a cohesive team	✓		Application
Experience of working with volunteer committees		✓	Application
Previous experience of operating within the voluntary / not-for-profit sector		✓	Application

Skills and Abilities	Essential	Desirable	Evidenced via
Strong leadership skills to inspire the JS team and members	✓		Application
A high level of computer literacy/information technology (IT) skills, to include a comprehensive, demonstrable understanding of, Microsoft Office	✓		Application
Excellent interpersonal, communication and presentation skills	✓		Application
Effective advocate and negotiator	✓		
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](mailto:judithmccleary@judoscotland.com) or call 0131 333 2981.