

## Background

JudoScotland is the sportsScotland recognised Governing Body for the sport of judo within Scotland. It currently has a growing membership of over 8,000 individuals and supports more than 190 clubs. JudoScotland is committed to growing a more engaged, diverse membership and providing progressive, inclusive opportunities across all levels through the delivery of its new strategy 'Judo For All' (2023 – 2027). We are looking for inspirational directors to help us achieve our vision – “A Scottish Governing Body renowned for excellence, enabling people of all ages and abilities to realise their potential.”

## Overview

<b>Delivery Team:</b>	Board of Directors	<b>Reports to:</b>	Chair of the Board
<b>Budget Responsibility:</b>	Circa £1,000,000	<b>Salary:</b>	n/a
<b>Appointment Terms:</b>	4 Years	<b>Expenses:</b>	In accordance with JS Financial Procedures
<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 to support JudoScotland (JS) achieve its ambitions. You will work effectively with the Chair, fellow Board members and the JS Senior Leadership Team to provide strategic direction and to play an active and appropriate role in monitoring progress. You will regularly attend Board meetings and contribute appropriately in providing information and challenge to discussions and decision-making.

## 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 Limited (JS) at all times and uphold the values, principles and objectives of the organisation.
4. To attend an 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 ensure that decisions taken are in the best interests of JS and that all legal and moral responsibilities are met.
7. To demonstrate corporate responsibility and support for all decisions made by the Board.
8. To ensure that the interests and views of JS Members are sought and represented appropriately.
9. To be responsible for creating partnership links and developing existing links where there are common goals and shared ambitions.
10. To ensure collaborative work with partners to empower Scottish athletes to fulfil their performance potential.
11. To ensure Safeguarding & Wellbeing and equality, diversity and inclusion are embedded throughout the entire organisation.
12. To ensure the profile of the sport is enhanced through new partnerships and commercial opportunities.

13. To represent JS at agreed events, both internal and external to the organisation.

14. To report as appropriate to the Chair of the Board.

#### **General, Administration and Corporate Governance**

15. To adhere to the JS financial procedures manual.

16. To declare all payments, hospitality, gifts, travel or similar that is given or received in connection with holding office with JS.

17. To promote a positive image of JS in all dealings with internal and external contacts.

18. To protect confidential information and adhere to the policies, procedures and processes of JS.

19. To conduct other appropriate duties to support the organisation as requested by the Chair.

#### **Recruitment**

##### **Tenure Terms**

20. The position of Treasurer is voted in by the membership at the Company's Annual General Meeting (AGM) and is for a tenure of 4 years.

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

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

22. 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
Experience in a leadership role	✓	
Previous experience of working as part of a cohesive team	✓	
Experience of strategic planning	✓	
Demonstrable experience of having worked in a membership-oriented or customer-focused role		✓
Knowledge and understanding of Risk Management		✓
Knowledge and understanding of Equality, Diversity and Inclusion practices and principles		✓
Previous experience of operating within the voluntary / not-for-profit sector		✓
Experience of working with volunteer committees		✓
Previous experience of operating at Board level		✓
Understanding and experience of corporate governance		✓

Skills and Abilities	Essential	Desirable
Strong interpersonal and communication skills	✓	
Computer literate with ability to use Microsoft Office	✓	
Corporate Financial Management	✓	
Critical analysis and decision making skills	✓	
A positive attitude towards embracing change and to improve efficiency and performance	✓	

### 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.