



Vacancy – Chief Operating Officer and Head of Pathways (1.00 full-time equivalent)

Contract:	Fixed-term contract to 31 March 2025
Location:	Caledonia House, South Gyle, Edinburgh, EH12 9DQ
Salary	c£38,000
Closing date:	Noon on Monday 22 January 2024
Interview date:	Friday 9 th February 2024

Scottish Fencing is looking to recruit a motivated individual with excellent leadership skills to support fencing clubs and the wider fencing community. A key element of this role is to increase the impact of the sport of fencing across Scotland as a driving force for inclusion and change within the sporting community.

This is a dynamic period for Scottish Fencing and we are looking for an individual who will lead the growing presence of fencing within Scotland through supporting and encouraging fencing communities to participate in innovative development and inclusion activities.

The key responsibilities of the post are:

- Operational management of Scottish Fencing, forward planning of events, communications, and activities.
- Leadership of the employee team.
- Maintenance and management of key stakeholder relationships.
- Facilitation of the work of the Board of Directors.
- Management of and delivery against the SF budget.
- Leadership of the development and implementation of the new Scottish Fencing coaching qualification aligned to the CIMSPA standards and SQA framework.
- Development of pathways into Fencing for athletes, coaches, referees and all volunteers from grassroots to performance, increasing enjoyment and membership.
- Engagement with the British Fencing Pathway staff to support the development of the talent pathway system.
- Provision of support to SF communities to overcome barriers to participation through the #ChangingLives ethos.
- Encouragement of participation in all aspects of the sport, increasing membership, equality and inclusion.

The successful candidate will need financial and business awareness as well as the ability to lead and motivate a small team of employees and volunteers. They will have significant experience in a sports development or similar role. Candidates should be able to demonstrate experience of leading the implementation of #changinglives programmes and measuring the social impact achieved. They must have good influencing skills, strong digital skills, be personable and approachable, a good networker and ambassador for the organisation, able to build and sustain a range of internal and external relationships. A driving licence and current PVG are essential as the post is considered regulated work.

Interviews are scheduled to take place on **Friday 9th February 2024.**



If you are interested in this post and wish further information, please contact Clare Queen, COO/HoP at clare.queen@scottish-fencing.com.

To apply please complete the application form and return it with a covering letter and the accompanying equal opportunities monitoring form to: admin@scottish-fencing.com by noon Monday 22 January. Please include the text *COOHoP* in the subject field of your email.

The recruitment process is a means for candidates to tell us about their skills and experiences which demonstrate their capabilities and strengths in relation to the role advertised. We ask all candidates to refer to the job descriptions when applying. The interview process is an opportunity for candidates to meet us as well as for us to learn more about the skills and experience candidates can bring to the organisation and role.

Scottish Fencing is an equal opportunities employer and would welcome applications from a diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability. All appointments are made purely based on merit and ability. If you require any assistance to apply please contact Liz Anderson at admin@scottish-fencing.com.

[Job Description](#)

[Application form](#)

[Equality monitoring form](#)



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