



Job Description – Chief Operating Officer and Head of Pathways (COOHoP)

Overview:

The Chief Operating Officer and Head of Pathways will work together with the Board members, to plan, direct and implement the development of fencing throughout Scotland, aligned with the current strategy that reflects the importance of Fencing Communities, Social Change, Inclusion and People Development. Additionally, they will work with the Board to refresh the Strategy as appropriate.

The role is to manage the Organisation, with additional emphasis on the construction and development of pathways into the sport and the use of fencing as a vehicle for social change and inclusion. They will support the development of volunteers working in all capacities within fencing communities. They will encourage all fencers to become members of Scottish Fencing (SF).

They will report directly to the Chair of SF, working as a team with the Club and Community Development Manager, Operations Manager, Board and key volunteers, to plan and implement a coherent approach that delivers the SF strategy. They will also work with **sportscotland** staff and senior staff within other Sports Governing Bodies to build and share knowledge and networking to create opportunities for SF to support the fencing community network.

Term: Fixed term until 31 March 2025, with the intention of renewal.

Core Responsibilities:

Devise and execute an implementation plan for the development of fencing throughout Scotland in line with SF's #ForgingTheFuture strategy, collecting and maintaining relevant management information and reporting progress against this. Specifically, to include the following:

- Operational control of the governing body, including planning of events, communications, and activities to ensure effective organisation and maintain a professional image.
- Leadership of the employee team, co-ordinating and driving their work in line with the agreed plan.
- Maintenance and management of relationships with key stakeholders (including **sportscotland**, British Fencing and The Foundation for Scottish Fencing), meeting all key deadlines and documentation requirements.
- Facilitation of the work of the Board of Directors, including reporting, finance, maintenance of good governance and input to Board meetings.
- Management of and delivery against the SF budgets, providing regular financial updates to the Board and specifically to the Director of Finance.
- Maintenance of a regular review of Plans, Investment Applications, Governance Review recommendations and Targets to alert the Board where the achievement of targets may be at risk, or to recommend appropriate action, working with the employee team and Directors to ensure plans are on track, informing the Chair of any concerns.

- Engagement with clubs and all members to ensure that a safe environment is maintained for all participants.
- Leadership of the development and implementation of the new SF coaching qualification aligned to the CIMSPA standards and SQA framework.
- Management of communication with members, encouraging Board to provide inputs, overseeing and encouraging regular social media updates.
- Work with the staff team to develop initiatives and systems for maintaining and increasing membership.
- Development of a foundation and talent pathway system in line with the SF Strategic Plan and the British Fencing Foundations, Talent, Elite and Mastery (FTEM) plan, acting as the link between the British Fencing Pathways team and SF.
- Line management of any person employed by SF to deliver on any Pathway activities.
 - Athletes that can be a part of Squad programme and the pathways into it and beyond.
 - Coaches/Referees/Event organisers and all volunteers that can develop within their chosen environment from grass roots to performance.
- Development and recruitment of sub-committees or similar bodies to assist with strategic direction and develop successors to the roles.
- Delivery of SF's equality action plan, meeting agreed deadlines, supporting transformation of the club and community environment.
- Provision of education and support to develop a progressive fencing volunteer workforce across Scotland. If required, delivery of national programmes supporting clubs to be healthy and sustainable.
- Acting as SF's strategic resource on club development providing guidance and leadership to the SF board in relation to sports development.
- Encouragement of new members to attend competitions and to assist in the development of events for newer members – including those targeted at Schools, Colleges and Universities.
- Promotion of good practice and successes of SF clubs using social and digital media channels.

Time commitments:

37.5 hours per week. The nature of the post means that hours will not regularly fall within a conventional working day and frequent evening and weekend work will be necessary to fulfil the purpose of the role.

Remuneration:

Qualifications and Experience (D: Desirable E: Essential M: Mandatory by law)

Qualification / Experience	D	E	M
Degree or equivalent in sports development or related subject		✓▪	
Leadership experience with a small team		✓	
3 years' experience in sports development or similar role, including implementation and evaluation of changing lives projects		✓▪	
A good knowledge and experience of using Microsoft Office applications allowing analysis of performance information and ease of communication within the staff and board team.		✓▪	
Driving licence and access to vehicle		✓▪	

Further Requirements and Personal Qualities

- Financial awareness and understanding.
- Ability to lead and motivate a small team of employees
- A sound knowledge of sports development theory and practice, combined with leadership experience of club and pathway development in a sports environment gained through experience of similar activities over a minimum of 36 months.
- Commitment to the use of sport to drive social change and inclusion.
- Previous involvement in sports development outwith own SGB, in Scotland, or at a British level, providing consultancy skills. Building a strong working relationship and acting as an ambassador for own SGB.
- Excellent written and verbal communication skills.
- Personable and approachable, good networker, building and maintaining a range of internal and external relationships.
- Effective management and interpersonal skills.
- Proven planning and organisational skills.
- Able to influence people and organisations with diverse interests to work towards a common objective.
- Enthusiasm to implement best practice in the continuing professional development of coaches, club officials and volunteers working in the sport.
- Experience in evaluation, quality assurance and accreditation systems including governance.
- Flexibility - this position will require the successful candidate to work some evenings and weekends throughout the UK.