



Scottish Athletics Limited

Information for applicants for the position of

Chair (Voluntary role)

Introduction

Established as a Company Limited by Guarantee on 1st April 2001, Scottish Athletics Limited is the governing body for athletics in Scotland with objectives that include:

- To foster, develop and control the sport of athletics in Scotland.
- To take responsibility for all athletic teams representing Scotland.
- To promote annual Championships and other competitions.
- To establish and enforce rules for competition.
- To advance and safeguard the interests of athletics in Scotland.

The full description of the company's objectives is defined in the Memorandum of Association along with the powers of the company. The Memorandum can be found [here](#).

There are over 150 athletic clubs in Scotland. The affiliated clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 700. Some clubs specialise in particular disciplines and others cater for all aspects of athletics. The total individual membership of **scottishathletics** is around 14,000 with circa 25,000 members in athletics clubs and a further 10,000+ active weekly participants in **jogscotland**.

scottishathletics employs 20 full time and 10 part time staff. Operating income for 2018–19 was £2.1m.

The Current Strategic Plan

The aim of Scottish Athletics Ltd is to build an integrated and transparent system that supports our constituent members as well as continuing to develop the sport of athletics in Scotland as a whole. The current strategic plan "Building a Culture of Success" covers the period 2018-2026. The plan provides a strategic vision for athletics in Scotland, from grassroots introductory level, through to international level, setting the context for future strategic decisions and identifying key programmes and projects.

The 5 key pillars of the strategic plan are:

Clubs & Pathways: Support and develop a strong, modern and sustainable club system that grows participation through the recruitment and retention of skilled and diverse club leaders, coaches and officials.

Competition: Lead, regulate and provide a modern competition structure and pathway across all disciplines that enhances the experience for athletes, coaches, officials and spectators at all levels of the sport.

Performance Environments: Provide an effective, transparent, consistent and uncompromising talent pathway and performance programme for athletes and coaches in Scotland resulting in world class performances and medals.

Partnerships & Commercial: Provide a viable and attractive organisation with effective business practices that ensures increased commercial investment and strong partnerships across all sectors.

Recreational Running & Health: Influence the market, and provide opportunities for everyone in Scotland to enjoy the health benefits of recreational running events and social running programmes.

Further details can be found on the **scottishathletics** website [here](#).

The Role and Responsibilities

The role of the Chair is the overall Management of the Board of Scottish Athletics Limited and the line management of the Chief Executive Officer. The Chair is responsible to the Board and the AGM.

The key duties and responsibilities include:

- To partner with the CEO in developing and implementing the **scottishathletics** Strategic and Business Plans.
- To chair Board meetings (at least 4 times per year) and provide leadership to the Board of Directors.
- To formally evaluate the performance of the CEO, who has responsibility to manage the staff and the day to day business of **scottishathletics**
- To chair the Annual General Meeting of the Company.
- To attend meetings (in agreement with the CEO) with key partners and sponsors in order to strengthen and influence partnerships with organisations such as **sportscotland**, Scottish Government, local authorities and key commercial partners.
- To attend major competitions and events organised by **scottishathletics**.
- To act as spokesperson for **scottishathletics** as required from time to time.
- To work with UK Athletics and the home countries athletics federations to support the development of the wider sport across the UK and at international level.

Terms and Conditions

The Chair is an unsalaried position. The Chair will be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

It is anticipated that the Chair will make 15 hours a month available to the organisation. These hours will sometimes be during the day, but also in the evenings and at weekends.

Candidate Skills and Competencies

Overview: the role of the Chair is to lead the organisation. It is a non-executive role working in conjunction with the CEO who is in charge of the day to day running of the organisation.

Applicants should demonstrate their ability in the following areas:

Experience of non-executive management: the Chair is the line manager of the CEO and requires experience of line managing a senior person in an organisation. To that end it would be desirable for the Chair to have a strong knowledge of how the different operational functions of the organisation work in order to offer guidance and advice to the CEO, and to act as a sounding board where necessary. Furthermore, the Chair has to have the ability to lead the Board to ensure the organisation performs strongly.

Knowledge of the sport and its clubs: the Chair should have an understanding of athletics as a sport, and of the range of activities that **scottishathletics** undertakes. As the relationship with the clubs and our members is key, it would be helpful if the Chair had some experience of being involved in the day to day running of an athletics club or some other relevant involvement.

Vision and focus: the Chair should have a clear vision for **scottishathletics** as an organisation, a vision shared by the Board, CEO and staff and the sport as a whole. The Chair should be able to articulate that vision, and ensure that it underpins the strategy and operations of the organisation. One of the Chair's roles should be to ensure that the organisation keeps a clear focus on its key objectives, and is not distracted by other lower priority issues.

Managing the board: it is important that the board functions well, that each of the board members is encouraged to contribute and feels valued in their role. To that end previous experience of chairing meetings is important, as are strong peer management skills.

Experience of working within the Scottish/UK political landscape: the political importance of sport has increased significantly in recent years. It is vital that the Chair has an understanding and experience of both the political landscape at local and national government level, as well as within the sporting environment.

Application Process

If you are interested in the above appointment please submit a CV and covering letter (addressing how your skills and expertise fit with the role and candidate skills and competencies) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive and Equalities Officer, (or email to francesca.snitjer@scottishathletics.org.uk) at

Scottish Athletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for applications is **12 noon on Wednesday 22nd July 2020.**

scottishathletics is committed to selecting solely on the basis of ability and welcomes applications from all sectors of the community.

