



Scottish Fencing
Candidate specification - Chief Operating Officer

| FACTOR | ESSENTIAL | DESIRABLE |
|--------------------------------|---|--|
| Qualifications and attainments | <ul style="list-style-type: none"> • Education to Degree/HND standard or equivalent and/or management qualification. If no formal qualification, exceptional but appropriate work experience. • Significant experience of leading and managing the day to day operations of a business | <ul style="list-style-type: none"> • Understanding of sports development |
| Knowledge and Experience | <ul style="list-style-type: none"> • Demonstrable record of leading and inspiring others to deliver • Experience in programme management, timescales and planning • Experience of producing strategic reports or business plans in relation to planning, governance and policy • Knowledge and experience of budget setting, budget monitoring, financial control • Proven success in building and maintaining effective partnerships, networks and links with a range of external organisations to maximise the impact of available resources and opportunities • Demonstrable track record of continuous improvement | <ul style="list-style-type: none"> • Proven working knowledge of fencing. • Knowledge of contemporary issues within sport • Awareness of the organisational structure of Scottish sport • Experience of reporting to and working with a Board • Experience of marketing and fundraising |
| Skills | <ul style="list-style-type: none"> • Ability to provide leadership, to communicate this effectively and translate broad objectives into real outcomes • Ability to inspire motive and lead others, listening and being open to ideas • Excellent interpersonal and communication skills, particularly in communicating with volunteers and statutory bodies • Excellent and effective written and oral presentation skills including public speaking and the ability to communicate with the media • IT competence • Sound judgement in relation to a range of practical and organisational issues and ability to take decisions and provide direction • Self – directed | <ul style="list-style-type: none"> • An ability to interface with professional and volunteer staff • Record of developing employees • Maintaining a governance framework |

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|------------------------------------|---|--|
| | <ul style="list-style-type: none"> • Ability to manage people effectively, clarify expectations and set priorities working in a style which empowers and facilitates participation • Understanding of management information systems and Quality Assurance approaches | |
| Disposition and Personal Qualities | <ul style="list-style-type: none"> • Self-motivated and committed; not easily discouraged, resilient, self-aware and able to deliver • Leads by example, inclusive rather than exclusive, and prepared to share expertise, know-how and skills. • Ability to demonstrate confidence, empathy, enthusiasm and initiative • Ability to work as a member of a team | <ul style="list-style-type: none"> • Versatility and creativity |
| Special Aptitudes | <ul style="list-style-type: none"> • Willing to undertake flexible working hours | |
| Personal circumstances | <ul style="list-style-type: none"> • UK Driving licence | |