



**SCOTTISH  
ROWING**



Scottish Rowing Centre  
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## Chief Executive Officer – Job Description

*Scottish Rowing*

**22/03/2024**



Scottish Rowing Limited  
Registered Office: 366 Hamilton Road, Motherwell, Lanarkshire ML1 3ED  
A Company Limited by Guarantee, Registered in Scotland No. SC357505



**sportscotland**

## Role Description

<b>Position:</b>	Chief Executive Officer
<b>Responsible to:</b>	President of Scottish Rowing and Board of Directors
<b>Contract Type:</b>	Full Time Permanent
<b>Location:</b>	Scotland
<b>Salary:</b>	c. £50,000

## Background

Scottish Rowing is the Governing Body for rowing in Scotland. Our vision is a successful and thriving rowing community and our mission is to support and empower people in Scotland to enjoy rowing and achieve their potential.

Since 2022, Scottish Rowing has gone through a period of significant change with the introduction of a new Olympic and Commonwealth discipline, the expansion of the performance programme and a specific focus on extending the reach of the sport of rowing.

We are about to undertake our next strategic review – setting the direction for Scottish Rowing for 2026-29 and beyond and are seeking a new CEO to lead the organisation through this review and on to the next exciting phase in its development.

Scottish Rowing currently employs a team of 14 staff, including three dedicated coaching posts and is based at the Scottish Rowing Centre – its own dedicated training facility at Strathclyde Country Park.

The CEO will be responsible to the President and Board of Directors and is charged with delivering the organisation's strategic objectives, and providing leadership, support and guidance to the Scottish Rowing team, and leading the rowing community across Scotland.

The CEO is expected to work closely with the rowing community to widen participation in rowing and improve performance across all disciplines. These aims will be underpinned by a commitment to outstanding governance and leadership and an effective communication strategy.

This role requires a strong and dynamic leader who is passionate about the power sport has to change lives and is driven to make a difference through the continued development and growth of rowing across Scotland.

This opportunity would suit an experienced sports administrator, but equally we are interested to receive applications from ambitious early career leaders who can demonstrate that they have the skills and experience to step up to a CEO role in a growing Scottish Governing Body of Sport.

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## **Key Responsibilities:**

### **1. Strategic and operational Delivery**

The Chief Executive Officer will:

- lead the development, implementation and delivery of the Scottish Rowing strategic plan, in collaboration with the Board, Scottish Rowing community, and other key stakeholders
- work with the Board to monitor and develop the strategic plan and be accountable for performance against it
- establish annual targets, aligned to the strategic goals
- deliver annual operational plans and budgets aligned to the achievement of annual targets
- maintain policies and procedures to ensure that the organisation remains compliant with all relevant legislation and best practice
- work with the Finance Director and relevant committees to ensure that the organisation manages its finances in accordance with company policy
- oversee continual improvement in the organisation's ability to communicate with its stakeholders
- develop an asset base that provides the opportunity to attract commercial income and sponsorship to diversify the company's income streams

### **2. Leadership**

The Chief Executive Officer will:

- ensure that Scottish Rowing enhances its position as a modern, forward thinking and high-achieving governing body
- work with the Board and relevant committees to ensure that the organisation upholds the highest standards of governance, in accordance with current best practice
- recruit and develop staff, establishing an optimal structure and developing a performance culture and clarity of purpose, responsibility and accountability
- establish a collaborative approach to the achievement of strategic and annual goals

### **3. Management, Administration & Governance**

The Chief Executive Officer will:

- serve as the senior employee and ultimate line manager for Scottish Rowing's staff
  - actively work to train and develop staff members to ensure they reach full potential
  - ensure the personnel systems are sound and provide a framework within which employees are continuously evaluated and encouraged to assume greater levels of responsibility
  - continuously review and improve existing management systems in order to improve efficiency
  - continuously evaluate the financial condition of Scottish Rowing and ensure that
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- proper controls are in place to ensure its long-term viability
- ensure accurate information on the current financial situation is presented to the Board of Directors on at least a quarterly basis

#### **4. Partnerships**

The Chief Executive Officer will develop and maintain effective partnerships to maximise the impact of Scottish Rowing with the following key partners and stakeholders:

- Clubs and Scottish Rowing membership
- sportscotland
- Scottish Government
- Active Scotland
- British Rowing
- Welsh Rowing
- Local Authorities / Leisure Trusts
- HE partners
- Commonwealth Games Scotland
- Commonwealth Rowing Federation

#### **Person Specification**

Applicants for the position of CEO of Scottish Rowing should meet the following personal specifications.

#### **Key skills and experience required:**

- Experience in a senior leadership role within a sport-related organisation
  - Hands-on management and team leadership experience
  - Demonstrable experience of financial management
  - Strong strategic and operational planning skills, and the ability to prioritise work by using resources effectively and efficiently
  - An ability to build trust and work in partnership with a Board and to harness their knowledge and experience
  - Excellent communication skills with evidence of an ability to communicate with a variety of diverse stakeholders including the media when required
  - A track record of producing innovative solutions to business challenges
  - A sound working knowledge of the relationship between sport and the public and private sectors
  - Ability to build and maintain strong, transparent relationships with key stakeholders
  - Ability to support, challenge and manage a relationship with Directors, Committee Members and Staff
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**Behavioural competencies and qualities required:**

- Outstanding personal and professional integrity
- A willingness to take direction and advice from the Chair and Board, whilst also feeling confident enough to challenge and listen to alternative views
- Strategic perspective, vision and ability to work positively within a team
- Drive and commitment and the ability to demonstrate this to others
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to the sport and the organisation
- Strong intellectual and analytical abilities
- Innovative thinker and ability to focus on the issues to be dealt with
- Dynamic, enthusiastic and energetic
- Resilience and ability to make things happen

**Qualifications/skills required:**

- Undergraduate degree or equivalent qualification/ work experience
- Highly computer literate
- Presentation skills

**How to apply**

Scottish Rowing is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes applications from all sections of the community.

Applicants should return a completed application form and CV by email to [office@scottish-rowing.org.uk](mailto:office@scottish-rowing.org.uk), or by post to Scottish Rowing, Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED. Our Equality monitoring form should be completed using the link below.

<https://forms.office.com/e/cZBgcp7bP>

For an informal and confidential discussion about this role please contact Alistair Neill, Scottish Rowing President by email at: [alistair.neill@scottish-rowing.org.uk](mailto:alistair.neill@scottish-rowing.org.uk)

Applications for this position close at 11:59pm on Monday 15<sup>th</sup> April 2024.

Interviews will be held on Thursday 25<sup>th</sup> April 2024.

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