



CHIEF EXECUTIVE OFFICER

Job Description

Location: Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ

Employer: Scottish Squash is the official governing body for the sport of squash in Scotland, recognised by **sportscotland**, the World Squash Federation and the European Squash Federation. Scottish Squash is a company limited by guarantee, with an elected Management Board, seven members of staff and a regional development network.

Purpose of the Post: Scottish Squash is seeking an enthusiastic, self-motivated, highly organised individual to lead Scottish Squash. This is an exciting opportunity in the lead up to the 2010 Commonwealth Games in Delhi and 2014 Commonwealth Games in Glasgow and provides significant potential for the role to develop further with the successful applicant. The Chief Executive Officer will lead the staff and volunteers and will work in partnership with the Management Board to set and achieve a new future for Scottish Squash.

Role: As the senior staff member the Chief Executive Officer will drive the business and future strategic direction of Scottish Squash, with and on behalf of the Management Board. This includes developing, creating and managing all aspects of staffing, systems, services and programmes including the production, implementation and review of Scottish Squash's Strategic and Annual Plans.

Hours: Full time – 37.5 hours/week.

Accountability

- The post will report to and be line managed by the President.
- The post is the lead staff member with overall responsibility for all staff.

Main Duties

Strategic Planning

Managing the input of staff and Management Board members in the production, delivery and implementation of all Annual and Strategic Plans. Responsibility for implementation, monitoring and reporting on all plans.

Scottish Squash's Operations

Managing the systems and structures necessary to deliver, monitor and evaluate the Strategic Plan and to manage the affairs of Scottish Squash efficiently and effectively.

Manage and review Scottish Squash's risk assessment systems, with the Management Board, taking appropriate action to reduce risks where possible.

Manage and evaluate all programmes and services, modify plans, policies and procedures in order to continually make improvements and ensure equity across all activities of Scottish Squash.

Management of Health and Safety as detailed within Scottish Squash's Health and Safety Policies.

Human Resources

Selection, recruitment, management and development of all staff, in line with HR policies.

Manage and implement human resource policies and procedures.

Management of the staffing and volunteer team.

Managing Scottish Squash's Sub-Groups and key volunteers within Scottish Squash who have responsibility for supporting the delivery of the Strategic/Annual Plan to ensure the objectives are met.

Financial Management (in partnership with the Finance Director)

Ensure that appropriate financial procedures and systems are in operation.

Forecast, control and monitor annual budgets in line with Strategic/Annual Plans and update the Management Board periodically/as required.

To increase income generation including membership income, grant funding, sponsorship, fundraising etc.

Ensure compliance with legal requirements for a company limited by guarantee in liaison with the Company Secretary.

Marketing, Communications and Promotion

Manage effective internal and external communication streams to promote Scottish Squash and improved communication with Scottish Squash's members and partners.

Lead the PR function and be the principal point of contact for all press enquiries for Scottish Squash.

Represent Scottish Squash when required by liaising with external agencies and individuals at all levels.

To promote and market Scottish Squash to improve the long term income potential and to improve the public's knowledge and perception of the sport of squash.

Partnerships

Develop strong and effective partnerships with other organisations to support the implementation of the Strategic Plan and promote the inclusion of Scottish Squash's plan in linked work programmes.

Membership Services

Manage an equitable and fit-for-purpose membership system, providing desirable benefits, to member clubs and individuals and provide exceptional member services.

Other

Any other duties that may be designated by the President from time to time. This job description may be subject to minor change.