



## Vacancy -Chief Operating Officer (0.4 full-time equivalent)

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Contract:	Fixed term contract to 31 March 2019
Location:	Caledonia House, South Gyle, Edinburgh, EH12 9DQ
Salary	£30k - £35K (£12k -£14k based on 15 hours a week)
Closing date:	noon 21 July 2017
Interview dates:	w/c 31 July or 7 August 2017

The Board of Scottish Fencing are looking to recruit a Chief Operating Officer who can drive their strategy forward across the next 18 months and lead the employee team to achieve the KPIs set.

This is a dynamic period for Scottish Fencing and we are looking for a leader who will ensure the growth of fencing through targeted development activities, sound financial planning and governance; working closely with all stakeholders.

The key responsibilities of the Chief Operating Officer are the:

- Operational running of Scottish Fencing, forward planning of events, communications, and activities to ensure a professional image and effective organisation
- Leading the employee team, co-ordinating and driving their work in line with the action/strategic plan
- Maintaining key stakeholder relationships including **sportscotland**, building effective partnerships across the sporting community
- Facilitating the work of the Board of Directors, including reporting, finance and good governance

The successful candidate will need financial and business acumen as well as the ability to lead and motivate a small team of employees and volunteers. Working two days a week the role will require commitment and drive to achieve the vision of the board and to meet the demands of the members.

If you are interested in this post and wish further information please contact George Liston, President of Scottish Fencing at [george@scottish-fencing.com](mailto:george@scottish-fencing.com)

To apply please complete the application form and return it with the accompanying equal opportunities monitoring form, both listed below, to: [admin@scottish-fencing.com](mailto:admin@scottish-fencing.com) by noon Friday 21 July. Please include the text *COO application* in the subject field of your email.

The recruitment process is a means for candidates to tell us about their skills and experiences which demonstrate their capabilities and strengths in relation to the roles advertised. We ask all candidates to refer to the job descriptions when applying. The interview process is an opportunity for candidates to meet us as well as for us to learn more about the skills and experience candidates can bring to the organisation and role.

Scottish Fencing is an equal opportunities employer and would welcome applications from a diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability. All appointments are made purely on the basis of merit and ability. If you require any assistance to apply please contact Liz Anderson at [admin@scottish-fencing.com](mailto:admin@scottish-fencing.com) .



Job Description

Application form  
Equal opportunities monitoring form



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