

Scottish Fencing
Job Description Chief Operating Officer
(0.4 full-time equivalent)



Key responsibilities

- Operational running of Scottish Fencing, forward planning of events, communications, and activities to ensure a professional image and effective organisation
- Lead the employee team, co-ordinating and driving their work in line with the action/ strategic plan
- Maintain key stakeholder relationships including **sportscotland**, meeting all key deadlines and documentation requirements
- Facilitate the work of the Board of Directors, including reporting, finance, maintenance of good governance and board meetings

Main activities that form the role along with frequency

Activity	Timing in the year	Outcomes
Operational Management Taking key operational decisions within delegated authority and exploring option for practical matters, thereby allowing all staff to implement policies and programmes	Continuous	<ul style="list-style-type: none"> • Good communication maintained between volunteers, employees, sportscotland and wider partners • Things get done, on time, well thought through
Management of Employees and Contracts for Services: <ul style="list-style-type: none"> • Annual Work Planning/ Quarterly Review aligning the work of all employees • Co-ordination meetings between CDOs • Monthly one to one meetings • All-employee meetings twice per year • Individual annual performance review, personal development planning and CPD requirements • Recruitment etc of new employees • Holiday arrangements, sickness absence – all employee related issues 	Continuous	<ul style="list-style-type: none"> • Well motivated and happy team • Team able to meet targets • Team skills and knowledge increased • Easy to attract replacements • Good membership feedback on employee team performance
Compilation and Submission of the Annual Action Plan and Investment Application Reported on monthly at the Board meetings and used to drive activity	Jan/Feb for the year April/ Mar	<ul style="list-style-type: none"> • Achievable, resourced, costed plan produced, that meets sportscotland guidelines, timescales and aligns to vision. • Developed with and signed off by the Board • Money within grant is achieved annually • Shared with employee team

Activity	Timing in the year	Outcomes
<p>Regular review of Plans, Investment Applications, Governance Review recommendations and Targets to alert board where targets are slipping or to recommend action to achieve targets</p> <p>Working with employee team, Board Directors to ensure plans are on track. Informing president of any concerns</p>	<p>Monthly report to Board</p>	<ul style="list-style-type: none"> • All actions are on schedule • Highlight shortfalls to Board and make proposals for action • Directors have frequent reminder of KPIs and progress • Board and employees and volunteers remain clear on their responsibilities. • Actions are picked up by Board and employees and volunteers and delivered in line with timescales
<p>Attendance at Board Meetings</p> <p>Enabling meetings to run smoothly with agenda and papers issued in advance, plus minutes distributed promptly.</p>	<p>Monthly</p>	<ul style="list-style-type: none"> • Board operates effectively with all Directors contributing consistently • Governance requirements are met
<p>Oversight of our communication and brand building activity</p> <p>Can be about the Director responsible getting the right stories out</p> <p>Ensuring monthly newsletter is produced, facebook website / twitter kept current</p>	<p>Continuous</p>	<ul style="list-style-type: none"> • Prompts to ensure the right stories are being produced/ shared • Information aligned to the strategic goals • Attraction of new members • Clubs and members committed to joining
<p>Managing SF reputation with key stakeholders including regular meetings and working parties</p>	<p>Weekly/monthly</p>	<ul style="list-style-type: none"> • sportscotland • BF /Home Countries • YDS • Competition organisers • Stirling University • Regional Sports partnerships • Sponsors and corporate partners
<p>Attend Training events/Conferences</p> <p>We need to be seen to be taking part in activities SS put on for our benefit</p>	<p>Two or three times a year</p>	<ul style="list-style-type: none"> • Part of governance
<p>Supporting the administration of teams for Five Nations and Commonwealths at senior and junior levels. Staffing of these events including Scottish Open</p>	<p>As required</p>	<ul style="list-style-type: none"> • Performance outcomes delivered • Encourage members • National identity

Activity	Timing in the year	Outcomes
Supporting Directors <ul style="list-style-type: none"> • Induction and answering questions • Supporting Portfolio development • Reading and commenting on papers prepared • Aligning work of Directors with other part of the activity • Particularly strong relationship with Finance and HR 	Ongoing but increases at specific times	<ul style="list-style-type: none"> • Ensures visibility of Directors • Balance of activities undertaken by COO and Board
Governance in line with Articles of Association Achieving sportscotland dates and targets Communication with Members Managing AGM – co-ordinating preparation of papers etc	On going, but AGM may be a significant time, requiring more effort	<ul style="list-style-type: none"> • Governance rules are met • Membership are informed and enthused by activities of SF
sportscotland Governance Review Preparation of paperwork, co-ordinate on-site visit and meetings with relevant staff and Board members	Every two years	<ul style="list-style-type: none"> • No areas within audit fall below the acceptable level and any shortfalls are quickly addressed • Audit requirements are regularly reviewed by Board