

Scottish Handball Association: Chief Executive Officer

Role Description (Dec 2022)

Position:	Chief Executive Officer (CEO)
Responsible to:	Chair of the Scottish Handball Association (SHA)
Contract Type:	Part Time Permanent (20 hours)
Location:	Scotland
Salary:	£30,000

Overview:

Over the last four years, the Scottish Handball Association (SHA) has experienced an exciting phase of growth and development. The SHA currently employs a staff of 4.5 FTE, who are dedicated to developing all aspects of the game here in Scotland, with a particular focus on driving increased participation in schools, and amongst Women and Girls. As we approach the mid-point of our 2021-25 strategy cycle, we are seeking a strategically-adept, dynamic, relationship-driven and outcome-focused CEO to build upon our impressive recent progress, and to help define and deliver on a vision which will take our sport on to new levels of achievement going forward.

The CEO will be responsible to the Chair and Board of Directors – as well as highly-visible and accountable to our wider membership and key sponsors/stakeholders - and is charged with delivering the organisation's strategic objectives. The CEO is expected to work closely with the wider Scottish, UK, European and International Handball communities to increase participation and improve athlete performance in an inclusive, sustainable manner. These aims will be underpinned by a commitment to outstanding governance, leadership, an effective marketing strategy and social media capability which helps to grow the sport further in Scotland.

This role would suit an experienced professional who has had some exposure to leadership roles in the sports sector, and also commercial experience of running a small business; but equally we are interested to receive applications from ambitious young leaders who can demonstrate that they possess the skills and potential to step up to a CEO role in a growing and ambitious Sports Governing Body. In either case, knowledge of (and ideally an existing network within and across) private and public sector organisations, as well as the sports governance landscape – especially the Scottish, British and European Handball environments – will be a distinct advantage.

Key Responsibilities:

1. Strategic and Operational Delivery

- 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, especially with reference to Safeguarding and the

promotion of Equality and Diversity

- Work with the Finance Director and Operations Manager to ensure that the organisation manages its finances in accordance with company policy and principles of good governance
- Develop an asset base that provides the opportunity to attract commercial income and sponsorship to diversify the company's income streams
- Lead the delivery of the organisation's sales & marketing plan, and ongoing development of social media presence/capability
- Oversee a step change in the organisation's ability to proactively manage relationships and communications with its stakeholders

2. Leadership

- Ensure that the SHA maintains its reputation 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
- Work with the Board to provide effective leadership to the wider SHA membership and supporters
- Recruit and continuously 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. Partnerships

Develop and maintain effective partnerships to maximise the impact of SHA with the following non-exhaustive list of organisations:

- **sportscotland**
- Scottish Government
- Local Authorities/Schools/Leisure Trusts/Facilities Providers
- British Handball Association (BHA)
- England Handball
- Scottish Student Sport (SSS)
- Further Education and Higher Education institutions in Scotland
- European Handball Federation (EHF)
- International Handball Federation (IHF)
- Commercial organisations

Person Specification

Applicants for the position of CEO of SHA 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, team leadership and colleague development experience
- 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
- Commercial acumen and sound Financial Management skills acquired through experience of running a successful small business on a sustainable basis;
- A track record of producing innovative solutions to business challenges
- An understanding of, and interest in Scottish and British Handball
- 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 other Directors, Committee Members and Staff; and
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director.

Behavioural competencies and qualities required:

- Outstanding personal and professional integrity;
- Strong and clear commitment to facilitating continuous personal and professional development for self and others
- 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 timeously;
- Dynamic, enthusiastic and energetic;
- Resilience and ability to make things happen;
- Excellent Relationship and Stakeholder Management skills;
- A willingness to be available to all staff for advice and enquiries on an ad hoc basis.

Qualifications/skills required:

- Undergraduate degree or equivalent
- Highly computer literate
- Excellent presentation skills
- Clean driving license