

Position Title: SSF Chief Executive Officer

General

This is an exciting new post which will be central to developing strategic, national and local partnerships to support the development of the sport of surfing within Scotland.

In 2024 Scotland will open the Lost Shore resort, the largest inland wave pool within Northern Europe and at £56 Million build cost over a 60 acre site the largest capital investment of any sporting complex in the last 10 years since the Commonwealth Arena and Chris Hoy Stadium.

Furthermore the Scottish Surfing Federation (SSF) has grown over recent years as has the sport of surfing which is now entering an Olympic era after its debut in Tokyo 2021 and will feature with growing prominence in Paris 2024, LA 2028 and Brisbane 2032.

The SSF are looking for a progressive, knowledgeable and enthusiastic Chief Executive Officer. The successful candidate will be an integral part of the Scottish Surfing Federation at one of the most pivotal points in the sport's history and will help shape the future of surfing in Scotland.

Reporting to	The Board of Directors
Location	This is a national role which involves occasional travel across Scotland as well as the rest of the UK/ International. A large portion of SSF work will be centered around Lost Shore, located within 5 KM of Edinburgh International Airport in addition to the main coastal hubs centered around Thurso, Tiree, Sandend, Lossiemouth, Fraserburgh, Aberdeen and Dunbar. Flexible/ home working considered.
Nature of Contract	Part time - Fixed Term to April 2026 (with possibility of extension). The role is funded by Sportscotland. The expectation is that, if short term growth objectives are achieved, the role has the potential to develop further subject to available funding and income generation.
Hours of Work	2 days/week. Flexible working patterns will be considered. The nature of the role may on occasion require working in excess of these hours to ensure core objectives are achieved.
Salary	Contractor position: £22,040 per year with 5.6 weeks (pro-rated) annual holiday pro-rated / £237.5 per day for a term of 93 days per year (46 weeks equivalent).

Main Purpose of Job

To lead the development, promotion and governance of the sport of surfing in Scotland and work the Executive team as well as a voluntary Board of Directors to ensure that the SSF's Strategic Plan is implemented and delivered successfully.

- To provide professional sports governance guidance and support to the Board so that SSF is governed in a manner consistent with best practice.
- To continuously review and improve existing management so that operating practices are current and deliver optimal efficiency.
- To enthusiastically promote surfing across our whole demographic identifying new opportunities to increase participation and involvement to ensure the future financial viability and growth of the business.
- Support the Board with strategy development and lead the executive team with operational delivery.

Key Deliverables

Strengthen our controls (Systems, peoples and procedures)

- Ultimate Executive accountability for risk management, compliance governance and financial controls within the organisation.
- Implement key business process and procedural discipline, financial controls and risk management.
- Ensuring cost governance systems are robust to inclusion/ child wellbeing/ antidoping.
- Ensure compliance with relevant legislation and good practice.
- Develop a planning, management and reporting systems.
- Lead on budget preparation.
- Ongoing liaison with sportscotland reporting on investment, completion of and implementation of the recommendations from the Audits
- Supporting the year end accounting and reporting process, AGM planning and ensuring compliance with all financial, safeguarding, antidoping and regulatory procedures.
- Maintaining the SSF procedures and policies and ensuring these are accessible to the Board/ Executive/ Volunteers as required.

Establish line management and development of staff

- Develop/uphold positive culture and values of SSF.
- Provide leadership and clarity of level of accountability/ responsibility to the Executive.
- To provide leadership, vision and guidance to the workforce executive team volunteers and the general membership of the SSF and create a positive and performing culture within both the people and sport.
- Supporting the Chair with reviews of the Board/ Executive structure and future Executive appointments.

Transition organization

- Create a pathway to transition from a contract base to a part staffing/ contract based model with support systems in place to enable such
- Support the board leading the executive implementation of the vision, strategy and business plans.
- The CEO position will hold an ex-officio directorship seat at board level.
- Ensure compliance with relevant legislation and good practice.
- Lead and develop a workforce plan for the continued growth of the sport.
- To continuously review and improve existing management and administration systems in order to increase efficiency and provide a quality and consistent service to members.

Develop strategy for sport and operationalize the delivery

- To work with the board of directors and sportscotland to design, implement and deliver current (one year) operational plans and the next, four year, strategy.
- Operational delivery and implementation of the SSF strategic plan within set budgets and time frames.
- Support to the Board and regular reporting on successful delivery of the operational plan, financial management and relationships with sportscotland, the regional Hubs and new partners.
- Developing and implementing an agreed communications strategy.
- Produce regular reports to inform the Board of activities, forward looking project plans and the condition of the SSF.
- Support the Board with Board meeting pre-read preparations and ensuring minutes and

- actions are captured and progressed.
- Coordinating strategic partnership development and strategic stakeholder relationship management.
 - To work with key partners including; sportscotland, Local Authorities, Leisure Trusts , UK Sport, British Surfing, the European Surfing Federation and the International Surfing Association.
 - Lead responsibility for key strategic communications
 - To provide and support an environment within which all member bodies within the SSF are working effectively together in the spirit of cooperation and unity to develop the sport.

Generate value and growth

- Increase membership through partnership opportunities and participation growth.
 - To promote a positive image of the SSF in all dealings with internal and external contacts.
 - To improve the public's knowledge of and perception of the sport of surfing encouraging inclusive participation across all age groups and demographics.
 - To ensure the systems, internal and external, are adequate to create an environment in which the SSF can provide excellent member services and help increase membership.
- Grow revenue income through membership, external grants and commercial sponsors
 - Develop and implement marketing/promotion plans to increase participation in the sport.
- To represent the SSF in all key forums as agreed with the Board.

Special Conditions

- Be willing to work outside normal office hours on a regular basis.
- Be available to attend events at locations in Scotland and elsewhere.
- The position will report to the board and be line managed by the Board Chair.
- To carry out any other task(s) as reasonably directed by the Board.

Essential Criteria

The successful candidate will need to be able to demonstrate that they meet the essential criteria listed below:

	Essential:	Desirable:
Knowledge and Experience	<ul style="list-style-type: none"> • Experience working in a senior position within the sporting sector (preferably Governing Body/ with an acute knowledge of government funding sportscotland/ UK Sport). • Understanding of the sport or community development (or other relevant landscapes) - e.g. Active Schools programme, local authority sports development, sports funding and other partner agencies • Programme design, development and management • Partnership, stakeholder and customer engagement • Business development • Account management • Grant funding applications, fundraising and budget reporting 	<ul style="list-style-type: none"> • Marketing and promotion – including social media
Key Skills	<ul style="list-style-type: none"> • Strong awareness and proficiency of Microsoft applications (Word, Excel, Powerpoint) • Excellent written and verbal communication skills • Key Performance Indicator Reporting • Intermediate level knowledge of Microsoft applications and Social Media platforms • Strong interpersonal skills and relationship management - Strong team player • Enthusiastic, focused, motivated and determined • Adaptable and able to multi-task • Ability to prioritize tasks, meet deadlines, work on own initiative and know when to seek guidance • - Understanding of and commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> • Educated to degree/diploma level • Knowledge of contemporary issues within the sporting sector • An appreciation of the links between sport, funding and business. • – Experience of increasing retention rates of eg customers and volunteers
Other	<ul style="list-style-type: none"> • Valid UK driving license and own transport • Membership of the PVG scheme • Some weekend and evening working may be required 	

Additional Information

- Applications should be sent to william.watson@thessf.scot
- The deadline for applications is 10th April 2024 and interviews will take place shortly after.
- Please submit a CV with supporting covering letter which demonstrates your suitability for the role.
- The Scottish Surfing Federation is committed to creating an inclusive and diverse working environment. We welcome and encourage applications from anyone regardless of age, ability or disability, ethnicity or nationality, gender or gender identity, pregnancy or maternity, religion, sex or sexual orientation.
- If you would like to discuss the role before applying, please contact william.watson@thessf.scot