

JOB DESCRIPTION



Angling Scotland Limited

Role: Operations Manager
Hours of work: 3 days per week
Duration: Until 31st March 2019, with a view to extension
Based at: Angling Scotland Office, Kinross
Salary: £38,000 - £42,000 pro rata
Reports to: Chair

Main Purpose of Role

The post holder will provide hands on operational leadership, strategic support and sports development expertise.

Initially, to drive the transition of business into Angling Scotland Limited, combining operational tasks and ensuring our core support services are effective, efficient and implemented in a streamlined manner. Completing this piece of work will be critical to providing a professional service to our membership, staff, volunteers and key partners.

To implement strategy as outlined in the Angling Scotland Strategic Plan 2017 – 2021.

To work with the Board and all key stakeholders to design and implement an effective structure to grow participation in, and develop angling in Scotland, making best possible use of existing facilities and workforce.

To deliver key objectives of the strategic plan, specifically:-

- Establish an effective, well governed and professional administration for the new organisation
- Ensure activity to develop growth in membership and participation
- Galvanise workforce and encourage collaborative projects
- Represent a unified angling community, where appropriate
- Promote all angling in Scotland
- Measure and communicate success
- Support the Board to identify and generate other sustainable income streams

Support the Board of Directors in the development of future strategy.

Key Duties

Planning and Organisation

Take responsibility for the performance of Angling Scotland in line with the overall strategy, as agreed by the Angling Scotland Board.

Lead on the creation, implementation and review of annual operational plans and the reporting of outcomes against annual targets.

Establish a programme of monitoring and recording that will produce evidence to demonstrate the organisation's performance against the key performance indicators of the strategic plan and **sportscotland** annual investment targets and to highlight remedial action where necessary.

Manage the finances of the organisation, supporting the Administrator in the day-to-day financial management.

Responsible for the line management of the administrator and any subsequent staff.

Lead and manage the governance of the organisation.

Angling Development

Providing leadership in the field of sport development to the whole of the organisation and membership.

Working at senior level with key partners to create new initiatives, ensuring new ideas are developed, tested and implemented to help the growth of angling.

Research, evaluate and resource pilot projects with focus on establishing a national structure for growth and development over time.

Ensure workforce growth targets are met and successful candidates are guided to opportunities to remain involved.

Communications

To report to the Board regularly on the operation of Angling Scotland both at Board meetings and at other times as required. Retain regular contact with the Chair.

Lead on proactive and structured communication with the membership, clubs and fisheries, key volunteers and a wide range of partners.

Develop a coherent approach to Angling Scotland communications across a range of platforms. Assume shared responsibility with the Chair for being media spokesperson for Angling Scotland.

Person specification

Post: Operations Manager

Factor	Essential	Desirable
Qualifications and attainments	<ul style="list-style-type: none"> • Educated to degree level or a professional qualification or relevant experience. • Current driving licence and access to a car. 	<ul style="list-style-type: none"> • A qualification in sports management or related area.
Work and other experiences (employed or voluntary capacity)	<ul style="list-style-type: none"> • Minimum of three years successful management experience, preferably in a sports related environment. • Proven experience of innovation and converting ideas into reality. • Experience of strategic/business planning, delivery and monitoring. • Proven ability in the preparation, management and monitoring of budgets. • Proven experience of managing change and making things happen. 	<ul style="list-style-type: none"> • Previous experience of working with a voluntary Board of directors, committees and volunteers. • Experience of autonomous working in a small business environment • Knowledge of the angling sector
Skills	<ul style="list-style-type: none"> • Knowledge of sports development in Scotland and UK and the roles of key organisations. • Track record of building effective relationships with internal and external partners. • Exceptional people management skills with a demonstrable ability to motivate and build teamwork. • Evidence of research, analytical and decision making skills. • Demonstrable interpersonal and communication skills. • Sound organisational and planning skills; • Competent IT skills. 	<ul style="list-style-type: none"> • Demonstrable negotiating skills. • Sound business principles that can be applied to the development of products and programmes.
Disposition and personal qualities.	<ul style="list-style-type: none"> • An ability to work with others, motivate, provide direction and influence. • Versatility and creativity. • An ability to demonstrate confidence, empathy, enthusiasm and initiative. 	<ul style="list-style-type: none"> • Interest in outdoor pursuits
Special aptitudes	<ul style="list-style-type: none"> • The ability to undertake flexible working hours, including some evenings and weekends. 	<ul style="list-style-type: none"> • Proven knowledge of roles and responsibilities of a sport's governing body.