

Role Description and Person Specification

Role title:	Appointed Director, Paddle Scotland
	Finance, Risk and Audit
Salary:	Voluntary position, with relevant expenses paid
Location:	Various, including travel across Scotland, as required
Reports to:	Paddle Scotland Chair
Time Commitment:	1-2 days per month, on average
Term:	Up to three terms of three years each, subject to approval at AGM

Who are we?

Paddle Scotland is the Governing Body for paddlesport in Scotland. We are a membership organisation comprising more than 4,000 individual members including over 2,300 qualified coaches.

We have a network of over 80 affiliated clubs and 40 delivery partners throughout Scotland offering a range of paddlesport disciplines.

What are we doing?

As a people-focussed and volunteer-led organisation, we strive to support and educate everyone who paddles in Scotland. Our aim is to cultivate an inclusive community people want to be part of, with opportunities for all to grow, develop and progress in paddlesport.

What is the role?

There are five Appointed Director positions on the Paddle Scotland Board, appointed by the Board.

Appointed Directors bring impartial perspectives to decision-making. Their primary role is to contribute independent judgment, challenge assumptions, and help ensure that decisions are made in the best interests of the sport as a whole.

Appointed Directors play a critical role in strengthening governance by promoting transparency, accountability, and integrity across the organisation.

Appointed Directors can bring expertise from outside the sport, such as in finance, law, marketing, or governance, which adds valuable insight and balance to the Board's discussions. Their presence also helps to mitigate conflicts of interest and support effective oversight of strategy, risk, and performance.

Following review by the Board of the skills, knowledge and experience of current Directors, and in line with the revised governance arrangements for Paddle Scotland, the Board seeks to appoint an Appointed Director with a specific skill set in Finance, Risk and/or Audit activity.

In addition to appointment to the Board, the successful candidate will also Chair the Paddle Scotland Finance, Risk and Audit Committee.

Role Description

Offer Independent, Objective Advice to the Paddle Scotland Board

- Provide independent, objective oversight and challenge to the Board's decision-making processes.
- Maintain independence from operational involvement, interest groups, or conflicts of interest.
- Offer expertise and perspective from outside the sport to enhance the Board's collective skills and insight.

Drive Cultural Change

- Play a central role on the Board of Directors focused on driving cultural change within Paddle Scotland and across Scottish paddlesport.
- Contribute to the ongoing governance review of Paddle Scotland and the structure for the delivery of paddlesport in Scotland.

Strategic Planning and Judgement

- Fully participate in the Board's involvement in strategic planning and key decision-making processes.
- Bring outside knowledge, experience, and innovative perspectives to the organisation by acting as a project sponsor for various initiatives.

Accountability and Implementation

- Share collective responsibility for implementing all recommendations identified in the governance review.
- Contribute to a collective sense of accountability within the Board to ensure successful implementation.

External Relations and Representation

- Develop external relationships with relevant partners and stakeholders in conjunction with the Chair and CEO.
- Represent Paddle Scotland at various meetings and events, contributing to the organisation's profile and impact.

Board Engagement and Oversight

- Contribute to the development of Board agendas, actively participate in enthusiastic debates, and provide constructive feedback and clear thinking.
- Share collective responsibility for the Board's judgement and outcomes.

Committee Chair Responsibilities

- Chair the Finance, Risk and Audit Committee in accordance with its Terms of Reference.
- Provide leadership to Committee members, ensuring meetings are effective, inclusive, and focused on strategic oversight rather than operational delivery.
- Ensure the Committee fulfils its responsibilities for finance, risk and audit oversight, including planning, monitoring and evaluation.

Corporate Governance and Compliance

- Ensure Paddle Scotland complies with standards of good corporate governance, including risk management and fulfilling any independent audit requirements.
- Act as a Director of Paddle Scotland, working in the organisation's best interests in line with the Companies Act 2006 and the Ethical Standards in Public Life etc. (Scotland) Act 2000.

Other

- Ensure Safeguarding & Wellbeing and Equality, Diversity and Inclusion are visibly supported and encouraged.
- Travel across Scotland and overnight accommodation may be required as part of this role in addition to any additional international duties.

Person Specification

Area	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> Proven experience in senior leadership, governance, or a relevant professional field (e.g. Finance, Risk and/or Audit). Strong understanding of good governance principles and strategic oversight. Exceptional communication and interpersonal skills with the ability to represent the organisation at various forums. Experience in engaging partners and building strong, sustainable relationships. Experience in building and maintaining relationships with internal and external stakeholders and partners. 	<ul style="list-style-type: none"> Professional financial qualification (e.g. CA, ACCA, CIMA or equivalent). Experience of external audit, public sector or sport/NGB governance. Previous experience in chairing a committee. Commitment to the values and development of the sport and its community.
Other	<ul style="list-style-type: none"> Flexible approach to the role, which may include evening and weekend work. 	