

Role Description and Person Specification

Role title:	Head of Sport, Paddle Scotland
Salary:	c£50,000
Location:	Hybrid working / EICA Ratho / Travel across Scotland as required
Reports to:	Chief Executive Officer (CEO)
Direct reports:	~6 Direct Reports (to be reviewed)
Employment:	Full-time (37 hours per week), permanent

Who are we?

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

We have a network of affiliated clubs and 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?

Paddle Scotland is entering an exciting new chapter. Following a period of transition, we are creating a brand-new Head of Sport role to provide the vision, energy and leadership that will shape the future of paddlesport in Scotland.

This is a rare opportunity for a dynamic and strategic leader who can inspire people at every level of the sports pathway, from grassroots participation to high performance, while working with partners across Scotland and the UK.

This is a senior leadership role which will:

- In conjunction with the CEO, have strategic oversight of all paddlesport activities, including talent, workforce and participation
- Continue to build and lead the staff team to deliver the sporting strategy
- Play a key role in leading change, with an initial focus on clubs and talent pathway
- Maximise and align financial and staffing resources to strategic direction

A key part of the role will be building, aligning and leading the staff team to develop 'one team' culture that drives consistency and high standard. The role will require strategic leadership, including effective delegation to key staff, with the ability to directly lead and deliver programmes.

We are looking for someone who is ambitious for the sport, collaborative in approach and confident in building strong relationships with athletes, coaches, volunteers, clubs and funders to help us write the next chapter of paddlesport in Scotland.

If you are motivated by making a lasting impact, have the ability to strategically influence across a wide remit, and would thrive in a role that blends strategy with delivery, then we would love to hear from you.

Role Description

Key Priorities

- As a key member of the Senior Leadership Team (SLT), contribute to strategy and organisational leadership, fostering a positive and collaborative culture.
- Support the finalisation, and lead the implementation, of a Talent Pathway Review, including maximising alignment of available financial and staffing resources to maximise impact.
- Embed Paddle Scotland's Values across all areas of the role.
- Provide inspirational, strategic direction, leadership and alignment across Paddle Scotland's sport development, workforce and talent programmes and staff teams.

Sport Development and Talent Pathway

Identify and deploy organisational resources to support:

- An aligned and effective talent pathway:
 - Oversee the design of the programme and deployment of resources to best support talented athletes towards the Paddle UK World Class Programme.
 - Lead and manage the coaches in the programme to optimise the performance of the programme athletes.
 - Ensure the delivery of an athlete-centred approach to talent identification and development, within a positive and supportive culture of excellence, collaboration and continuous improvement.
 - Ensure athlete support systems are in place, including wellbeing, anti-doping and safeguarding.
 - Collaborate with the **sport**scotland Institute of Sport to positively impact the athletes through the provision of world class integrated technical support service delivery, including sports science & medicine, data analysis, injury and illness prevention strategies.
 - Secure and maximise the optimum training and working environments that ensure the best return on investment for Paddle Scotland
- The development of clubs across Scotland, including:
 - Developing and sharing sustainable operating models for the clubs and supporting implementation.
 - Collaborate with stakeholders to steer long term strategic development of clubs to contribute to future Paddle talent.
- Supporting the Delivery Centre Manager to deliver a well supported, effective and diverse workforce:
 - Work closely with the British Canoeing Awarding Body and key stakeholders to influence the future direction of qualification and pathways.
 - Develop and embed high quality Coaching and Coach Development across all areas of the sport.
- Promotion of Responsible Paddling:
 - Work with key volunteers and staff to contribute to the promotion of responsible paddling practices.

Relationship Management

- With the wider staff team, work closely with clubs, volunteers/volunteer groups, local authorities, community organisations and outdoor centres to support the achievement of the Paddle Scotland Strategy

- Develop and maintain strong relationships with key external stakeholders such as the International Federation, Paddle UK, funding agencies, partners, sponsors, facilities, training centre operators and support providers.
- Serve as a visible and approachable leader, engaging regularly with the paddlesport community across Scotland, including at identified domestic, national and international events and championships, as required.

Leadership and Management

- Provide effective leadership and management of the sport development and performance staff team by ensuring they have the appropriate support and accountability to deliver Paddle Scotland's strategic ambitions.
- Working with budget holders, lead the development, monitoring and delivery of appropriate budgets.
- Provide reports and presentations to the Paddle Scotland Board, Committees and funders, as appropriate.
- Deputise for the CEO as required.

Governance and Compliance

- Ensure all sport programmes comply with Paddle Scotland safeguarding, EDI, health and safety and anti-doping regulations policies and procedures.
- Maintain, develop and implement policies and processes that reflect best practice in sport governance and athlete support.
- Oversee safe management and maintenance of Paddle Scotland assets used in sport programmes.
- Actively identify and manage risks to the organisation, informing the CEO of emerging issues.

Other

- Carry out any other duties as may be reasonably required by the CEO to support the effective running of the organisation.
- Help grow the profile and reach of Paddle Sport through working closely with the Communications team.

Person Specification

Area	Essential	Desirable
Qualifications and Attainments	• Educated to degree level or equivalent professional experience as a senior leader in a related field. • Evidence of continuous professional development leadership, management or sport development.	• Postgraduate qualification in sport management, coaching or leadership. • Relevant coaching or leadership qualifications in paddlesport or another sport. • Qualification in leadership, management or project management.
Knowledge and Experience	• A proven track record of leading high-performing teams. • Experience leading a team through a period of change. • Demonstrated ability to develop positive relationships and contribute to organisational culture • Strong understanding of the Scottish and UK sporting landscape. • Experience in developing and delivering national strategies, programmes, and initiatives that drive growth and impact. • Demonstrable ability to build and manage effective stakeholder partnerships. • Track record of financial management, including planning, monitoring, and reporting. • Knowledge of safeguarding, athlete welfare and equality principles in sport.	• Experience of working within a high-performance paddlesport environment or other high-performance environment. • A comprehensive understanding of high level coaching, performance support services, performance innovation and talent pathways. • Experience working in a multidisciplinary environment. • Experience in supporting the development of thriving clubs. • Experience working with volunteer committees/governance structures. • Evidence of securing investment, sponsorship, or commercial partnerships. • Familiarity with paddlesport, outdoor recreation or water safety. • Media and public relations experience, including acting as a spokesperson.
Other	• Strong strategic thinker with the ability to also deliver practical solutions. • Considered and confident decision maker. • Excellent communication and influencing skills, with the ability to engage diverse audiences. • Positive, supportive and able to motivate and work in a team. • Strong work ethic and a high capacity for delivery. • Collaborative, adaptable, and resilient, with the ability to thrive in a fast-changing environment. • Willingness to work flexibly, including evenings and weekends, and to travel within Scotland and the UK as required. • Commitment to equality, diversity, and inclusion, with an understanding of barriers faced by under-represented groups.	• Passion for paddlesport and the wider outdoors/adventure sports sector. • An ambassadorial presence, able to represent Paddle Scotland confidently with media, funders and stakeholders.