



CHIEF EXECUTIVE OFFICER

OCTOBER 2025

PADDLE
SCOTLAND



RECRUITMENT PACK



A message from our Interim Chair

I'm delighted you're considering the role of Chief Executive of Paddle Scotland.

This is a pivotal moment for our organisation - one of transition, rebuilding and renewed ambition. Over many months now we've been laying the foundations for a stronger, more transparent and better-connected future: strengthening our governance, reviewing our systems, developing a new strategy with our members at its heart.

Much of this work has taken place behind the scenes, but the impact is starting to show. We're becoming more confident, more collaborative and more outward-looking. Our clubs and athletes continue to excel on the water, and our growing partnerships help us continue to support participation and performance across Scotland.

The role of Chief Executive Officer will be critical to this next phase. You will join an organisation that has seen significant growth over the past 5 years and is in a strong position to build upon that.

We're looking for an experienced and values-driven leader — someone who has successfully led teams, managed change, and delivered impact within a complex organisation. You may currently hold a senior leadership role in the public, private or third sector, or perhaps lead a charity, membership body, or governing organisation. Direct experience in sport is not essential; what matters most is your ability to inspire others, build strong partnerships, and drive organisational growth with empathy, integrity, and purpose.

As CEO, you'll lead the organisation through an ongoing period of transition – finalising our new strategy for the coming years, leading an organisational culture that allows our executive team to thrive and build upon our previous successes.

If you are an ambitious leader who can help us develop a people-centred culture, forge strong partnerships and help us engage more people in paddling, we'd be thrilled to hear from you. This is an exciting opportunity: to shape the future of paddlesport in Scotland, to work with inspiring people and to ensure our sport reflects the diverse communities it serves.

Together, we can ensure Paddle Scotland continues to grow, thrive and inspire - on and off the water.

Allan McKay
Interim Chair of the Paddle Scotland Board

PADDLE
SCOTLAND

About Us

Who we are

We are here to support and develop Paddlesport across Scotland.

Paddle Scotland is the Governing Body for paddlesport in Scotland and a founding member of Paddle UK. 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.

Partner of / Supported by:

sportscotland | **spòrs alba**
the national agency for sport | am prìomh bhuidheann
nàiseanta airson spòrs

PADDLEUK

PADDLE
SCOTLAND



➤ **About Us**

➤ **What we do**

Following the delivery of our previous strategy Paddlesport for All, we are in the process of developing a new long-term strategy for the organisation with the Chief Executive Officer playing a critical role in driving the future direction and activities of Paddle Scotland.

The new strategy will focus on developing a thriving paddlesport community throughout Scotland and will encompass a revised focus on developing people, connecting and listening to our members and partners, reviewing how we support clubs and paddlers and promoting responsible paddling.



Our Vision

As outlined in our '**Paddlesport for All**' strategy, we believe that paddlesport is something that everyone should be able to enjoy regardless of background or circumstances.

We want to **make the sport more accessible** and work in partnership with other organisations to seek out how to remove real and perceived barriers that prevent people taking up and flourishing in our sport.



We are in the process of renewing our long-term strategy and the new strategy will focus on **developing a thriving paddlesport community** throughout Scotland.

It is likely to encompass a continued focus on developing people, connecting and listening to our membership and partners, refreshing how we support clubs and paddlers and promoting responsible paddlesport.

The Scottish paddlesport community is a vibrant, strong and welcoming community of people and organisations and **we achieve more when we work together.**



The Role Overview

- Paddle Scotland is seeking to appoint a **dynamic and inspirational Chief Executive Officer** to lead the organisation into its next chapter.
- This is a **pivotal moment to shape the future of paddlesport in Scotland**.
- The Chief Executive will provide **clear and ambitious leadership**, building on the achievements of our previous strategy Paddlesport for All whilst delivering **a bold vision that ensures the sport continues to thrive and grow across all communities**.
- The role requires a leader who can **inspire and unite stakeholders**, from grassroots participants to high-performance athletes, partners, funders, and policymakers.
- The Chief Executive will **drive the development and delivery of the next strategic cycle**, ensuring that Paddle Scotland remains **progressive, sustainable, and impactful**. They will champion **innovation, inclusivity, and excellence**, while also securing the resources, partnerships, and influence needed to take the organisation and the sport to the next level.



Role Responsibilities

Strategic Leadership

- Lead Paddle Scotland into the next strategic cycle, delivering a bold, forward-looking vision for the sport.
- Work with the Board to shape, monitor, and evaluate the strategic plan, ensuring alignment with national and international priorities.
- Set clear annual objectives and operational plans, reporting on progress against agreed outcomes and key performance indicators.
- Champion innovation and continuous improvement, ensuring the organisation remains dynamic, adaptable and future-focused.

Stakeholder Alignment

- Act as the principal ambassador and spokesperson for Paddle Scotland, strengthening relationships with members, partners, **sportscotland**, the Scottish Government, and the wider sporting community.
- Build and maintain strong partnerships with local authorities, clubs, outdoor activity providers, and performance sport pathways to maximise the impact of paddlesport.
- Represent Paddle Scotland within the UK and international paddling communities, influencing policy and promoting the aspirations of our members.
- Strengthen relationships with the media and external partners to enhance the visibility, reputation, and credibility of the organisation.



Role Responsibilities

Management and Staffing

- Provide inspirational leadership to staff and volunteers, ensuring clarity of purpose, accountability, and collaboration.
- Recruit, develop, and retain high-quality staff, building a motivated team culture that reflects the values of Paddle Scotland.
- Conduct regular performance reviews and provide professional development opportunities for staff and volunteers.
- Ensure that organisational structures, policies, and systems are efficient, effective, and fit for purpose.

Finance and Governance

- Work with the Board and Finance Committee to prepare, monitor, and manage Paddle Scotland's budget, ensuring financial sustainability.
- Secure income through grants, sponsorship, fundraising, and commercial partnerships, diversifying revenue streams to strengthen the organisation's resilience.
- Ensure robust financial controls, risk management, and reporting are in place to protect the organisation's resources.
- Uphold the highest standards of corporate governance and compliance with legal, regulatory, and best practice requirements.



Role Responsibilities

Inclusivity and Diversity

- Lead Paddle Scotland's commitment to equality, diversity, and inclusion, ensuring the sport is welcoming and accessible for all.
- Break down barriers to participation, particularly for underrepresented groups, including women and girls, disabled participants, and people in rural or disadvantaged communities.
- Promote safe, inclusive environments across all levels of paddlesport, embedding best practice in safeguarding, welfare, and mental health.
- Position Paddle Scotland as a leader in using sport to deliver wider social outcomes including wellbeing, community cohesion, and environmental responsibility.

Other

- Serve as a visible and approachable leader, engaging regularly with the paddlesport community across Scotland.
- Actively identify and manage risks to the organisation, informing the Board of emerging issues.
- Ensure health, safety, and environmental responsibilities are embedded across all operations.
- Carry out any other duties as may be reasonably required by the Board to support the effective running of the organisation.

Person Specification

Area	Essential	Desirable
Knowledge and Experience	• Proven track record of leading organisational change, with the ability to design, implement, and embed new structures, processes, and cultures that drive continuous improvement. • Significant leadership experience in sport, non-profit, or community development, with a proven track record of strategic and operational delivery. • Experience of managing staff and/or volunteers, fostering a culture of accountability, teamwork, and motivation. • Strong financial management skills, including budget preparation, monitoring, and income generation. • Demonstrable experience of working with or reporting to a Board of Directors, including understanding governance responsibilities. • Excellent relationship-building and communication skills, with the ability to influence and negotiate effectively with a wide range of stakeholders. • Evidence of promoting and embedding equality, diversity, and inclusion in organisational practice.	• Knowledge of the Scottish sporting landscape, including the role of sportscotland, local authorities, and other national bodies. • Experience of securing commercial sponsorship and partnerships to diversify income streams. • Familiarity with paddlesport, outdoor recreation, or water safety. • Media and public relations experience, including acting as a spokesperson.

Person Specification

Area	Essential	Desirable
Qualifications and Attainments	• Educated to degree level or equivalent professional experience or 5 years experience as a senior leader in a related field. • Evidence of continuous professional development relevant to leadership and management.	• Formal qualification in business management, sport management, or a related discipline
Other	• High levels of professionalism, integrity, and resilience. • Strong strategic thinking and problem-solving skills, with the ability to balance long-term vision with practical delivery. • Commitment to safeguarding, health and safety, and environmental responsibility. • Willingness to work flexible hours, including evenings and weekends, with regular travel across Scotland.	• Innovative, dynamic, and energetic approach to leadership. • Strong change leadership skills, with the resilience to manage complex transitions while maintaining staff motivation, stakeholder confidence, and service delivery.



Terms & Conditions

Hours of Work

This is a full time, permanent position based in Scotland. The sports and recreation industry operates outside of traditional business hours, including evenings and weekends. To succeed in this role, you must be willing and able to work flexibly. The role will require engagement and connection with members and partners. While Paddle Scotland operates remotely, we have a base at Grandtully Station Park and national travel will be required from time to time.

Paddle Scotland has a flexible approach to ensuring staff are able to balance family life and personal commitments. Flexible working is available, as agreed with the successful candidate.

Remuneration

£60,000 - £65,000pa, starting salary dependant on experience, plus benefits.

Annual Leave

27 Days per annum, plus 10.5 public holidays.

Reporting to

Chair of the Paddle Scotland Board



HOW TO APPLY

To apply for the role, please send your CV and a cover letter detailing your interest in and suitability for the post to Paddle Scotland at HR@paddlescotland.org.uk.

The deadline for applications is 23:59 **on Sunday 16 November 2025**.

Interviews will be held in-person, on **27/28 November 2025**.

If you would like to discuss the role in advance of an application, please contact our Interim CEO Kevin Pringle who will arrange a conversation - kevin.pringle@paddlescotland.org.uk.

Please get in touch if you would like an **accessible version** of the Recruitment Pack.

Equality and Diversity Statement

Paddle Scotland is committed to creating a diverse and inclusive organisation that reflects the communities we serve. We actively welcome applications from individuals of all backgrounds, cultures, identities, and experiences.

APPLICATIONS CLOSE:
Sunday 16 November 2025