

Role	General Director
Responsible To	Paddle Scotland Board
Term	3 Years
Role Basis	Volunteer Role

Overview

Paddle Scotland is the recognised Governing Body for paddlesport within Scotland. It currently has a growing membership of over 4,000 individuals and supports around 80 affiliated clubs. Paddle Scotland is committed to developing an engaged, diverse membership and providing progressive, inclusive opportunities across the sport as set out in the Paddlesport For All Strategy.

Background and Role Purpose

Paddle Scotland seeks an individual with experience in corporate governance and risk management to join the Board as a General Director. General Directors serve on the Board of Paddle Scotland and provide strategic direction and oversight for the organisation's work and activities. Paddle Scotland is the trading name for the Scottish Canoe Association, a company limited by guarantee.

This is a volunteer role within the Paddle Scotland Board. The Board meets approximately 6–8 times per year with a mixture of online and in person meetings. Out of pocket expenses, in line with the organisation's expenses policy can be reimbursed to the post holder.

Responsibilities of all Paddle Scotland Directors

- Understand and demonstrate commitment to the aims and objectives of the organisation
- Be informed on key issues which affect the organisation
- Responsible for jointly developing Paddle Scotland's strategy and setting strategic objectives for the organisation
- Declare all conflicts of interest as soon as they are identified and comply fully with Paddle Scotland's policy for managing conflicts of interest
- Act at all times in the best interests of the organisation, promoting the success of Paddle Scotland and upholding the values, principles and objectives of the organisation
- Ensure that decisions taken are in the best interests of Paddle Scotland and that all legal and moral responsibilities are met
- Demonstrate corporate responsibility and support for all decisions made by the Board
- Ensure that the organisation acts at all times in line with its Articles of Association and other legal requirements
- Be aware of and comply with the legal requirements of the duties of a Director as set out by the Companies Act 2016
- Work with other Board members to ensure the Board is an effective body acting in the interests of the organisation and its beneficiaries
- Commitment to attend Board meetings and read all the papers, contribute to the discussions and decisions, demonstrating independence through actions and decision making
- Identify skills gaps in the Board and contribute to the work to ensure succession planning
- To provide input and guidance into the development of new policies and the revisions to existing policies and to work within these policies at all times
- Comply with and promote compliance with the organisation's policies
- Ensure Safeguarding & Wellbeing and Equality, Diversity and Inclusion are embedded throughout the organisation

Values

- Uphold the highest ethical standards of integrity and probity
- Support other Board members in their leadership of the organisation while monitoring their conduct
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Gain the trust and respect of other Board members and staff

Knowledge, Skills and Experience

Essential

- Experience in a leadership role and/or operating at Board level
- Knowledge of the requirements and responsibilities for company directors
- Demonstrable corporate governance and/or risk management experience
- Ability to support, challenge and manage relationships with other Board Members
- Knowledge and understanding of Risk Management
- Commitment to Equality, Diversity and Inclusion practices and principles
- Excellent communication skills – written and verbal
- Experience handling sensitive and confidential issues

Desirable

- Experience serving as a company director or trustee in a commercial, voluntary or public sector context
- Experience of operating at a senior level in a strategic capacity
- Understanding and experience of corporate governance within a company limited by guarantee
- Experience of strategic planning
- Experience of working or volunteering within a Sports Governing Body
- Experience of working or volunteering in the not-for-profit/charity/third sector

Application Process

For an informal conversation about this role please contact Stuart Smith, the CEO stuart.smith@paddlescotland.org.uk or the Acting Chair of the Board Andy Dorin via board@paddlescotland.org.uk

Applicants wishing to be considered for roles are required to complete an online application as the first part of the process. Interviews will be conducted by the Board's Appointments sub-committee during the summer. Candidates under consideration for election/appointment will be requested to make a declaration of interests in line with the Paddle Scotland Conflicts of Interest Policy.

Applications are especially welcome from individuals within groups currently under-represented on the Board, including women, people with a disability, those from diverse backgrounds and people under the age of 30.

[Online application form](#)

Please also complete this [monitoring form](#)

Closing date: 09:00 on 30th June 2024.

Paddle Scotland reserves the right to close applications early.

This role is not open to anyone who has been disqualified from holding a Directorship in a Limited Company.