



SCOTTISH
ROWING

Application Pack

Closing Date:
5th January 2025

Interview Date:
w/b 13th January 2025

Salary:
£40,000 - £43,000 FTE
(subject to experience)

Contract Type:
Part-time (0.6 FTE)
Permanent

Location:
Hybrid
(Office based at
Scottish Rowing Centre,
366 Hamilton Road,
Strathclyde Park,
Motherwell, ML1 3ED)

Responsible to:
Chief Executive Officer

Responsible for:
Senior Administrator
SRC Leisure Assistant

Head of Business Operations

About Scottish Rowing

Scottish Rowing is the Governing Body for rowing in Scotland. Our vision is a successful and thriving rowing community and our mission is to support and empower people in Scotland to enjoy rowing and achieve their potential.

Since 2022, Scottish Rowing has gone through an exciting period of significant change with the introduction of a new Olympic discipline, the expansion of the performance programme and a specific focus on extending the reach of the sport into non-traditional rowing communities. We are about to undertake our next strategic review – setting the direction for Scottish Rowing for 2026-29 and beyond - and are seeking a Head of Business Operations to join the Senior Leadership Team and lead on key matters of organisational health and with the aim to improve business effectiveness.

Scottish Rowing currently employs a team of 13 staff with the organisation based at the Scottish Rowing Centre – its own dedicated training facility and office space at Strathclyde Country Park, near Motherwell.

The Head of Business Operations will be responsible to the Chief Executive Officer and will oversee the business operations of the organisation including governance and compliance, support for the CEO, Chair and Board, office management including HR, membership systems, corporate planning and reporting, and risk management.

As this is a new role within the organisation, we are looking for an individual with experience in setting up business systems and processes with a strong focus on efficiency and a passion for continuous improvement. This will be a unique and exciting opportunity to help shape the future of one of Scotland's leading Olympic sports.



Image: Ron Wallace

Key Responsibilities

The Head of Business Operations will be responsible for:

Strategic Leadership and Planning

- Work with the CEO and Senior Leadership Team to support the development and implementation of the strategic plan, including how we operationalise, monitor and report against our strategic outcomes.
- As part of the Senior Leadership Team, contribute to the development and execution of initiatives to increase the participation and performance of rowing in Scotland.
- Work with key stakeholders, including British Rowing, to develop an environmental sustainability strategy for the sport.

Financial Management and Budgeting

- Oversee the financial operations of the organisation (with support of the external management accounts service) including budgeting, forecasting and financial reporting.
- Ensure compliance with financial regulations and manage resources effectively to achieve financial sustainability.
- Support the CEO to identify additional revenue sources including sponsorship, grants and partner funding to support Scottish Rowing's aims and objectives.

Governance and Compliance

- Ensure adherence to governance standards and regulatory requirements including wellbeing and protection, health and safety and data protection.
- Develop and maintain policies and procedures to ensure compliance and maintain high standards across the organisation and sport, working closely with British Rowing.

Operations and Administration

- Oversee the day-to-day operations of Scottish Rowing, including the management of the Senior Administrator, ensuring efficient administrative practices and membership services are in place.
- As part of the Senior Leadership Team contribute to the management of the Scottish Rowing Centre at Strathclyde Park, bringing expertise in business operations.
- Lead on risk management, including the management of the corporate risk register and the implementation of health and safety protocols.
- Ensure appropriate technology is in place to support Scottish Rowing's operations.

Human Resources and EDI

- Oversee HR policies and procedures and provide generalist HR management with the support from Scottish Rowing's external expert resources.
- Support the development and implementation of Scottish Rowing's Equality, Diversity and Inclusion (EDI) strategy, working towards the Moving to Inclusion framework.
- Ensure that Scottish Rowing has appropriate measures in place to ensure high levels of conduct in sport and support any investigations and disciplinary matters as appropriate.

Other Responsibilities

- Prepare regular reports and provide support to the CEO, Board and funding partners.
- Work closely with key partners and stakeholders as necessary, including overseeing the sportscotland annual investment process and development audit.
- Use data-driven insights and other innovative approaches to inform decision making and drive continuous improvement across Scottish Rowing's operations.

RESPECT

DRIVE

INNOVATE

COLLABORATE



Person Specification

Applicants for the position of Head of Business Operations at Scottish Rowing should meet the following person specifications:

Criteria/Attributes	Essential	Desired
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree / equivalent qualification or significant relevant work experience 	<ul style="list-style-type: none"> • Relevant professional qualification (e.g. HR / Finance / Governance)
Skills and Abilities	<ul style="list-style-type: none"> • Highly computer literate • Strong strategic and operational planning skills, and the ability to prioritise work by using resources effectively and efficiently • An ability to build trust and work in partnership with a Board and to harness their knowledge and experience • Excellent communication skills with evidence of an ability to communicate with a variety of diverse stakeholders including the media when required • Highly developed managerial and administration skills • Ability to build and maintain strong, transparent relationships with key stakeholders • Flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight timescales 	

Experience	<ul style="list-style-type: none"> • A track record of producing innovative solutions to business challenges • Proven record of budget management and financial accountability • Experience of developing, implementing and reviewing policies and procedures • Experience in providing generalist HR support to all levels of staff. • Experience in managing external relationships 	<ul style="list-style-type: none"> • Experience in office management • Experience of managing disciplinary processes including investigations • Experience in managing health and safety in the workplace
Knowledge	<ul style="list-style-type: none"> • Proven knowledge of employment law • Good knowledge of governance frameworks and managing risk 	<ul style="list-style-type: none"> • Knowledge of the Scottish sporting landscape • Passion for sport including rowing • Passionate about environmental sustainability
Personal Qualities	<ul style="list-style-type: none"> • Outstanding personal and professional integrity • Drive and commitment and the ability to demonstrate this to others • Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships • Selflessness, integrity, objectivity, accountability, openness, honesty and leadership • Strong intellectual and analytical abilities • Dynamic, enthusiastic and energetic • Resilience and ability to make things happen 	
Other Requirements	<ul style="list-style-type: none"> • A commitment to the sport and the organisation • Commitment to ongoing professional development • Personal commitment to equality, diversity and inclusion • Ability to work occasional evenings and weekends 	

How to Apply

Scottish Rowing is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes applications from all sections of the community.

Applicants should return a CV and covering letter which outlines their relevant skills, experience and qualifications, as well as their motivation for applying for the role.

Please return by email to srsupport@scottish-rowing.org.uk or by post to Scottish Rowing (HoBO Application), Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED.

Our Equality monitoring form should be completed using the link below:

[Equality Monitoring Form](#)

For an informal and confidential discussion about this role please contact Lee Boucher, Chief Executive Officer by email at: lee.boucher@scottish-rowing.org.uk

**Applications for this position close on Sunday 5th January 2025.
Interviews will be held w/b 13th January 2025.**

