



JOB DESCRIPTION

Job Title: Chief Operating Officer (COO)

Reporting to: The COO reports to the Board of Directors and is line managed by the Chair of STS.

Closing Date: 27th November 2015

Purpose:

Scottish Target Shooting (STS) is the recognised governing body for the sport of target shooting in Scotland, currently representing the 4 member associations; Scottish Clay Target Association, Scottish Small-bore Rifle Association, Scottish Full-bore Rifle Association and Scottish Pistol Association.

The COO will continue the development of governance, pathways and infrastructure of STS and the sport of target shooting in Scotland.

The COO will be responsible for delivering the STS 2015 - 2019 strategic plan agreed by the Board. The COO will also be responsible for supporting the Chair to develop and implement future strategic plans and key partnerships for STS.

In addition, the COO will be responsible for the development and implementation of annual operating plans and working with the Finance Director and Bookkeeper in creating financial plans.

Key Responsibilities as Directed by the Board

Build and maintain a robust and efficient organisation that is committed to developing shooting and its people – to uphold the values of STS and implement operating principles.

Build and maintain a sustainable organisation – to ensure that STS operates within best practice across all activities, raises and maintains standards of governance in a financially robust organisation that delivers against core strategic and operational objectives.

Build and maintain a commercially viable organisation – develop and implement marketing and communication strategies to support STS growth through sponsorship and other investor opportunities.

Achieve positive permanent change throughout the sport of shooting in Scotland – highly committed individual who is able to mobilise STS and the shooting community behind an exciting vision developed by the Board.

Develop and nurture sound and effective relationships with key stakeholders – including all levels of national and local government and, International organisations (Scottish Government, **sportscotland**, Commonwealth Games Scotland, British Shooting, Discipline Specific Bodies, Local Authorities, ISSF, UK Sport).

Support the strategic leadership of the organisation – work with the Board to create and continuously review long term strategic plans, drive the delivery and continuous evaluation of the annual operating plan and set organisational policies.

Lead and manage STS staff team – and implement monitoring and evaluating systems to ensure progress towards individual and corporate targets, ensuring that overall staff deployment is at an optimal level to deliver against STS targets.

Project manage the development of a national shooting centre – work with key partners to create a sustainable shooting centre, focused on improving performance but meeting the needs of the wider community to ensure usage is optimised.

Responsibility for the financial performance of the business – including preparation of annual operational plans and budgets. Ensure a high standard of financial administration and monitoring in partnership with the Finance Director.

Develop and implement effective systems and controls – to ensure STS manages performance, risk and budgets effectively and efficiently.

Represent the sport of shooting in public – provide a public profile representing the interests of the organisation at national and international level.

Person Specification		
Post: Chief Operating Officer		
Factor	Essential	Desirable
Work and other experiences (employed or voluntary capacity)	<ul style="list-style-type: none"> • Experience of successfully managing staff, plans budgets, preferably in a sports related environment. • Exceptional people management skills with an ability to motivate staff. • Proven experience of innovation and converting ideas to reality. • Experience of strategic /business planning, delivery and monitoring. • Experience of change management. • Previous experience of working with voluntary Board of Directors, committees & volunteers. 	<ul style="list-style-type: none"> • Knowledge of the Scottish and UK sporting landscape. • Shooting specific knowledge. • Managing large and multi-faceted projects.

Skills	<ul style="list-style-type: none"> • Proven ability in building effective relationships both internally and externally. • Proven ability in the preparation, management and monitoring of budgets. • Evidence of decision making and analytical skills. • Excellent interpersonal and communication skills. • Sound organisational and planning skills. • Advanced IT skills. 	<ul style="list-style-type: none"> • Negotiating skills. • Conflict management. • Project management.
Disposition and personal qualities	<ul style="list-style-type: none"> • Ability to work with and motivate others by providing clear direction. • Influencing others in a positive manner. • Growth mind-set individual with a creative mind. • Empathetic leader that can demonstrate confidence and enthusiasm. 	
Special aptitudes	<ul style="list-style-type: none"> • Leader with vision and drive to achieve strategic outcomes. • The ability to undertake flexible working hours, including evenings and weekends. • Understanding of the sporting landscape and ability to identify relevant partners and new opportunities 	
Other	<ul style="list-style-type: none"> • Current Driving Licence and access to a car. 	

Scottish Target Shooting is an equal opportunities employer; we welcome applications from all members of the community.

