



## **Role Description & Person Specification**

### **Chief Executive Officer (CEO)**

#### **Role context**

Mountaineering Scotland is a not-for-profit company with ten employees and a budget of £500k. As the representative body for hill walkers, climbers and ski-tourers it has a growing membership of 14,000 and actively campaigns on a wide range of issues including access rights, protection and conservation of the mountain landscape. It is also the national governing body for the sport of climbing, which will be an Olympic event for the first time in 2020, and has introduced ClimbScotland, an innovative and successful programme which encourages children to take up the sport. The Mountain Safety Advisor works with a range of mountaineering partner organisations to promote skills and the awareness of hazards in the mountain environment.

The CEO is responsible for developing, and then implementing the organisation's strategic and operational plans following consultation with the Board. The CEO is also responsible for all management decisions and acts as the direct liaison between the Board and staff, and as the organisation's lead representative and spokesperson with stakeholders, external organisations and the media.

#### **Responsibilities**

- Ensure strategic development in conjunction with the Board by preparing strategic and operational plans for approval. Monitor and report on the implementation of plans, policies and programmes and provide progress reports to the Board.
- Provide effective leadership of the organisation and management of staff, including the implementation of policies relating to staff and volunteers, ensuring that they are supported, trained and make an effective contribution.
- Responsible for the achievement of financial performance and outcomes which influence future investment and funding.
- Ensure effective and efficient organisation of day to day affairs and administration, including financial operations and delivery of services to members.
- Act as chief adviser to the Board and, as Company Secretary, organise Board meetings and the AGM as required by the Articles of Association. Ensure that the Board is informed of any substantive issues, including staffing, so that decisions can be taken from an informed perspective.
- Monitor the external environment on matters of interest to members and act as lead representative and spokesperson with stakeholders, other organisations and the media.

- Develop and implement a strategy to safeguard and diversify funding, including developing and submitting funding bids and leading in negotiations.
- Ensure that policies and procedures are regularly reviewed and effectively implemented, including the identification and monitoring of legal and other risks to the organisation, and implementation of mitigation measures identified in the Risk Register.

## **Person Specification**

### **Essential Attributes**

- CEO or general manager with a minimum of 5-years' experience and demonstrable ability to successfully manage and profitably develop a company.
- Resourceful, resilient and innovative, with the ability to manage a range of different priorities, understand a wide range of activities and effectively manage a diverse team of technical and commercial staff.
- Interpersonal skills and judgement which inspire confidence and trust in staff, volunteers, stakeholders and other organisations.
- Able to balance a strategic overview with the attention to detail which is necessary to manage a wide range of activities, including membership operations, communications, finance, mountain safety, youth and sport development, access, landscape and conservation.
- Strong and effective communicator, able to work with the media, including occasional TV and radio interviews.
- Understanding of the legal requirements and other obligations affecting an organisation which is a limited liability company, representative membership organisation and sport governing body.
- A full driving licence, willingness to travel and work occasional evenings and weekends.

### **Desirable Attributes**

- A strong educational background with a degree in a business or related subject area.
- An active or previously active mountaineer, hillwalker or climber, and membership of Mountaineering Scotland.
- An understanding of the governance of mountaineering organisations in the UK.
- Experience at senior level in a sport governing body.
- Knowledge of environmental and conservation issues affecting Scotland's mountains and uplands.
- Knowledge of Scottish mountaineering and its history.
- An understanding of the sporting landscape in Scotland and / or the UK and awareness of the barriers to participation in sport and understanding of measures which have been effective in encouraging participation.