

Paddle Scotland

Role Description and Person Specification

Role title:	Executive Support and Operations Officer (Secondment)
Location:	Home Working
Reports to:	Chief Executive Officer (CEO)
Employment:	Secondment opportunity, 0.4 FTE, 6 months

Who are we?

Paddle Scotland is the Governing Body for paddlesport in Scotland. 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.

As a people-focussed and volunteer-led organisation, we strive to support and educate everyone who paddles in Scotland. Our aim is to cultivate an inclusive community people want to be part of, with opportunities for all to grow, develop and progress in paddlesport.

Purpose of the role

To provide high-level administrative and operational support to the Chief Executive Officer and Senior Management during a phase of restructuring and recruitment.

The postholder will support the smooth running of key organisational functions, including HR administration, financial reporting support, governance administration and senior-level coordination, helping to maintain effective day-to-day operations and organisational compliance.

This is a trusted and confidential support role, requiring strong organisational skills, attention to detail and the ability to manage a varied workload across a range of operational and executive support tasks.

Role Description

Executive and Operational Support

- Provide high-level administrative support to the CEO and Senior Management Team across organisational and operational matters
- Assist in the coordination and tracking of key organisational priorities and actions
- Support the CEO in maintaining effective systems, records and internal processes
- Act as a key point of coordination for operational and administrative matters during the secondment period
- Identify and implement efficiencies to current processes

HR and People Administration

- Draft and prepare HR-related correspondence, including letters, contract variations and other employment documentation
- Support the administration of recruitment, onboarding and staff record management

- Maintain confidential and accurate employee records in line with data protection requirements

Financial and Reporting Support

- Support preparation of routine financial reporting information for the CEO, Board, or relevant committees
- Assist with collating budget monitoring information, expenditure reports and supporting documentation
- Liaise with finance colleagues or external providers as required to ensure timely and accurate reporting

Governance and Committee Support

- Coordinate the scheduling and administration of Committee and Sub-group meetings
- Prepare and circulate meeting papers, agendas and supporting documentation
- Support minute-taking and action tracking where required
- Maintain accurate governance records and ensure key documentation is organised and accessible

General Organisational Support

- Support internal communications and coordination across the organisation
- Assist with policy, procedure and document administration
- Provide flexible support across organisational administration as required
- Undertake any other duties reasonably required to support the CEO and wider organisation during the period of secondment

Other

- Carry out any other duties as may be reasonably required by the CEO to support the effective running of the organisation.
- Support the continuous improvement of systems, processes and ways of working across Paddle Scotland.
- Contribute to the development of a sustainable, resilient and forward-thinking organisation.

Person Specification

Area	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> ● Experience in a senior administrative, executive support, or operations support role. 	<ul style="list-style-type: none"> ● Experience supporting a CEO, senior leadership team, or Board
Knowledge and Experience	<ul style="list-style-type: none"> ● Strong organisational skills with the ability to manage multiple priorities and deadlines ● Experience drafting professional correspondence and documentation ● Ability to handle confidential and sensitive information with discretion ● Good working knowledge of HR and organisational administration processes ● Experience supporting meetings, committees, or governance processes ● Strong IT and systems skills ● Excellent written and verbal communication skills ● Ability to work independently and use initiative 	<ul style="list-style-type: none"> ● Experience of financial administration or reporting support ● Experience working in the charity, public, or membership sector ● Understanding of governance and compliance requirements
Other	<ul style="list-style-type: none"> ● Professional and trustworthy ● Calm and adaptable ● Highly organised and detail-oriented ● Collaborative and supportive ● Able to work with discretion and sound judgement 	