



# Scottish Karate Governing Body Ltd

Job Title	<b>Director of Sport</b>
Organisation	Scottish Karate Governing Body Ltd (SKGB)
Salary	Voluntary Position (Expenses covered)
Location	Scotland
Type of Contract	Three-year appointment
Role Descriptor	<p>To support the Sports Management Team the SKGB board are looking to appoint a Sports Director.</p> <p>The next three years provide an unprecedented opportunity for karate in Scotland. Over the past three years, the SKGB Board has been developing a skills-based Board. We are keen to appoint a candidate with the vision and drive to take the SKGB forward through our new Three-Year Development Plan. With the right skills and experience, the Sports Director will play a key role working with the Sports Management Team in further raising the profile of the SKGB in the competitions within the WKF &amp; EKF</p> <p>In addition, the Sports Director must hold a valid SKGB coaching Licence and will be required to coach the national squads junior and senior.</p> <p>The Annex below provides brief details of the role and the specification for prospective candidates.</p>
How to apply	<p>Prospective candidates should declare their interest in the form of a letter that explains how their skills as a chairperson and experience addresses the key roles and responsibilities as outlined in the role descriptor at the Annex. This letter should be accompanied by a C.V. and should e-mailed to:</p> <p>Mr James A Miller, Company Secretary, Scottish Karate Governing Body Ltd, <a href="mailto:info@skgb.com">info@skgb.com</a> Tel: 0141-633 1116</p>
Closing Date	Monday 4 <sup>th</sup> May 2026
A.G.M Date	5 <sup>th</sup> June 2026

## **Annex: Role Descriptor and information: SKGB Sport Director**

### **Roles and Responsibilities**

The role of the Sports Director of the SKGB is to assist in the tasks of setting and implementing the company's direction and strategy in sport.

The main features of the role of Sports Director are as follows:

- To provide support to the chairperson of the Sports Management Committee.
- To engage the Sports Management Committee in assessing and improving its performance.
- To attend board meetings and report progress of the Sports Management committee and athletes.
- To coach the national squads.

### **Responsibilities**

To promote Kata & Kumite competition karate throughout the SKGB.

To provide a clear pathway to Regional, National and International Championships for all ages of Karate Students.

To prepare a training and development programme to link into the 3-year plan.

To attend Sports Management Committee meetings and ensure that the committee has a clear remit and that each member has a clear role.

To organise travel arrangements for athletes and coaches attending WKF & EKF championships.

To ensure that all Sports Management Committee agendas, minutes, and correspondence are recorded and forwarded to the SKGB office for Board of Directors for approval.

To organise travel arrangements for athletes and coaches attending WKF & EKF championships.

To attend WKF & EKF events when required.

Maintain a close working relationship with the Chairperson, Executive Administrator and Board of Directors.

Attend SKGB Board meeting 4/6 times per year, (meetings are currently held in Glasgow and Motherwell)

## Candidate Specification

Essential;

- Demonstrable strategic and people management.
- Demonstrable experience of working as a member of a team working strategically either as a director or Board Member.
- Demonstrable networking and influencing skills.
- Delivering and achieving corporate plan results.
- Knowledge of the responsibilities and governance arrangements for Directors of a Ltd Company.
- Evidence of strong communication skills.
- Applicants should not be disqualified from holding a Directorship in a Limited Company.

**Desirable:**

- A strategic knowledge of the Scottish karate infrastructure and funding channels.
- Experience of working within a senior management team.
- Experience of formulating and implementing strategic sports plans.

## Terms and Conditions

In accordance with our Articles and Memorandum of the company the new Sports Director will also require endorsement by a current member of the SKGB and subsequent approval at the AGM on the 5<sup>th</sup> June 2026.

The appointment is for an initial period of 3 years.

In order to provide a review process for both parties there will be a 6-month probationary period.

Members of the Board of Management may not receive any remuneration.

Members of the Board will be required to attend an induction programme after being elected.

Members of the Board of Management may receive reimbursement of reasonable travel expenses in connection with bona fide SKGB business and agreed in advance with the Board of Directors.



The Scottish Karate Governing Body is a private company limited by guarantee. Company number SC270068  
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