



CORPORATE SERVICES MANAGER

Responsible to	Head of Operations
Location	Tennis Scotland, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA
Salary	COMPETITIVE (plus benefits)

About the role

Tennis Scotland is the Governing Body of tennis in Scotland. Our vision is “Tennis opened up to deliver The Legacy in Scotland” and our mission and strategy is aligned with the LTA and focussed on growing the sport by making it relevant, accessible, welcoming and enjoyable. Our plans see; more people playing across clubs and pay as you go facilities; more quality facilities and world class workforce development and coaching; an all year round sport in our communities with tennis accessible to anyone from any background; more Scottish players succeeding at the very top of the game in juniors and on the ATP and WTA tours and see a range of events and competitions to showcase tennis and increase its visibility in Scotland. Tennis Scotland is an ambitious confident organisation engaging with everyone involved in tennis to create investment and growth to ensure a sustainable and healthy future for Scottish tennis.

The Operations team is responsible for growing and developing resources to deliver an effective and well governed organisation. The Corporate Services Manager will provide and ensure good governance by developing systems and procedures across the organisation. The Corporate Services Manager will also manage the companies HR responsibilities and IT systems to enable an efficient and effective service. The role is reporting to and supporting the Head of Operations and also working closely with the Company Secretary / Head of Finance to deliver the organisations key strategic objectives to open tennis up across Scotland

This role will require experience in governance, policy and process development, HR and finance, Executive and Board reporting, and need to work closely with the LTA’s People and Technology Teams.

Key Accountabilities

- Lead on the development and implementation of the Tennis Scotland Corporate system and the Company Governance
- Support the production of the Annual Audit for the Company, to enable a clean report to be achieved
- Prepare trackers and reports for the Head of Operations / Head of Finance for the CEO and partners LTA and **sportscotland**
- Owner of the Tennis Scotland Operation Plan controlling updates and preparing executive summary on current position
- Responsible for Board Packs and associated duties supporting the Company Secretary
- Contribute to the production of a monthly management pack for the CEO
- Work with the Head of Operations to ensure that an efficient environment operates across the business in order to maintain the integrity of the organisation
- Manage the Company Annual General Meeting and communications to all stakeholders

- Supporting the Head of Finance on financial activities of the company, including implementation of budgets
- Assist in the operations of the finance function and in areas such as budget controls, creditors and debtors, VAT returns within appropriate compliance requirements
- Responsible for accurate completion of monthly payroll processes and associated staff benefits, including but not limited to company pension scheme, life cover and healthcare arrangements
- Responsible for HR function within the business, including supporting recruitment as well as maintenance of all existing employee contracts, terms and benefits with external support as appropriate
- Work with the LTA to implement the agreed IT and digital strategies, ensuring that the day to day needs of the operational aspect of the business are met
- Work in conjunction with the Head of Operations to facilitate all aspects of procurement, legal advice, IT and Health & Safety as well as the sportscotland expert resource support as appropriate
- Undertake additional duties as allocated from time to time by the CEO or Senior Management Team

Person Specification

Previous Experience of:

Excellence in Governance and Corporate systems	Highly Desirable
HR and payroll experience are essential	Essential
Experience of working with a variety of partners is essential	Essential
Excellent IT skills, especially use of Excel and Access	Essential
Experience of working under own initiative to plan, prioritise and organise workloads for self and small team	Highly Desirable
Good written, reporting and presentation skills with ability to communicate in a creative but informative manner	Highly Desirable
Ability to multi-task and manage competing priorities with an aptitude for problem solving	Essential
Experience of policy and procedure development	Highly Desirable

Knowledge, Training & Qualifications:

Educated to Degree level or able to demonstrate a level of operational understanding consistent with Degree level	Essential
Evidence of continued professional and personal development	Essential

Personal Attributes

Teamwork	<ul style="list-style-type: none"> • A great communicator both internally & externally • Always prepared to work collaboratively • Works well as part of a national team, working remotely across large areas • Good at sharing best practice ideas across a wide range of partners
Values	<ul style="list-style-type: none"> • Works openly & honestly in the interest of the team and outcomes • Will always suggest improvements to ways of working • Will be comfortable challenging groups or individuals to ensure high levels of work • Treats others as you wish to be treated
Ambitious	<ul style="list-style-type: none"> • Committed to growing the sport of tennis • Hard working & driven to succeed and achieve our mission • Passionate about developing opportunities
Excellence	<ul style="list-style-type: none"> • Always aims to achieve the best possible outcome • Develops plans based on best practise and previous experience • Seeks support from colleagues to improve outcomes • Will be happy to take the more challenging route if it results in higher quality outputs