



SCOTTISH GYMNASTICS

Lead Manager - Events

RECRUITMENT PACK



ABOUT SCOTTISH GYMNASTICS

Scottish Gymnastics has been leading and supporting the sport since 1890. Today, we champion gymnastics both as a foundation sport - one that builds essential physical skills such as balance, coordination, strength, and agility - and as a competitive and performance pathway, enabling athletes to progress to national and international opportunities, representing both Scotland and Great Britain.

We are recognised by **sportscotland**, and are an affiliated association of British Gymnastics, which represents the home nations at international events including the Olympic Games, World Gymnastics and European Gymnastics.

Through a strong working partnership with British Gymnastics, we share a commitment to developing the sport and providing outstanding support for the 140 clubs and more than 32,000 individual members who make up the vibrant Scottish gymnastics' community.

Our vision is “**An uplifting gymnastics experience for all**”

- ‘UPLIFTING’ represents both the physical and mental health benefits of gymnastics and the enjoyment it brings
- ‘EXPERIENCE’ is about making positive experiences for everyone central to everything we all do, including the way we involve and treat people and how we deliver gymnastics
- ‘FOR ALL’ means for everyone in gymnastics no matter how you are involved, and ensuring gymnastics is welcoming for people who haven’t been involved in the past.

[Click the button to read our strategy](#)

LEAP WITHOUT LIMITS

LEAP WITHOUT LIMITS

A NEW VISION FOR A NEW ERA



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL

OUR VALUES

Our shared values below are our values for gymnastics in Scotland with our partners across the UK, and we need to put them at the heart of how we deliver and engage people in gymnastics so that they are reflected in the experiences people have:

Inclusive - We must ensure gymnastics across the UK is welcoming and accessible to everyone, creating an immediate sense of belonging.

Supportive - You should feel safe and supported, knowing there's always someone you can turn to for help if you need it and that your voice will be heard and listened to

Aspirational - So that everyone in gymnastics is inspired to constantly learn and grow

Everything we do is underpinned by our shared values. They shape our work and support us to embed a strong dynamic culture across our organisation.

GYMNASTICS IN SCOTLAND

Breath-taking to watch and exciting to perform, gymnastics gives young children the best possible start to their life in sport. From the development of fundamental movement skills and confidence, to becoming performance gymnasts competing on the world stage demonstrating amazing skill, exceptional strength, and great courage.

Gymnastics is a safe, fun, and challenging sport which allows people of all ages and abilities to be involved in activity. Young gymnasts in Scotland believe that taking part in sport through their gymnastics club has a positive impact on their mental wellbeing, helping them feel happy, healthy, confident, included, and make friends. We provide performance and non-performance opportunities across nine disciplines and areas of participation.

- | | | | |
|--------------------------|------------------|------------|--------------------|
| ▪ Acrobatics | ▪ Formers | ▪ Rhythmic | ▪ Trampoline |
| ▪ Disability | ▪ Men's artistic | ▪ Schools | ▪ Tumbling |
| ▪ Double mini-trampoline | ▪ Preschool | ▪ TeamGym | ▪ Women's artistic |



INCLUSIVE | SUPPORTIVE | ASPIRATIONAL



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THE ROLE

STATUS	Full time
RESPONSIBLE TO	Head of Sport
RESPONSIBLE FOR	Events, logistics and facilities manager, 2x Events Administrators, plus a network of event contractors
BASE LOCATION	Craiglockhart Tennis Centre, Edinburgh Hybrid role includes working two days a week in the office
SALARY	£40,000 - £45,000

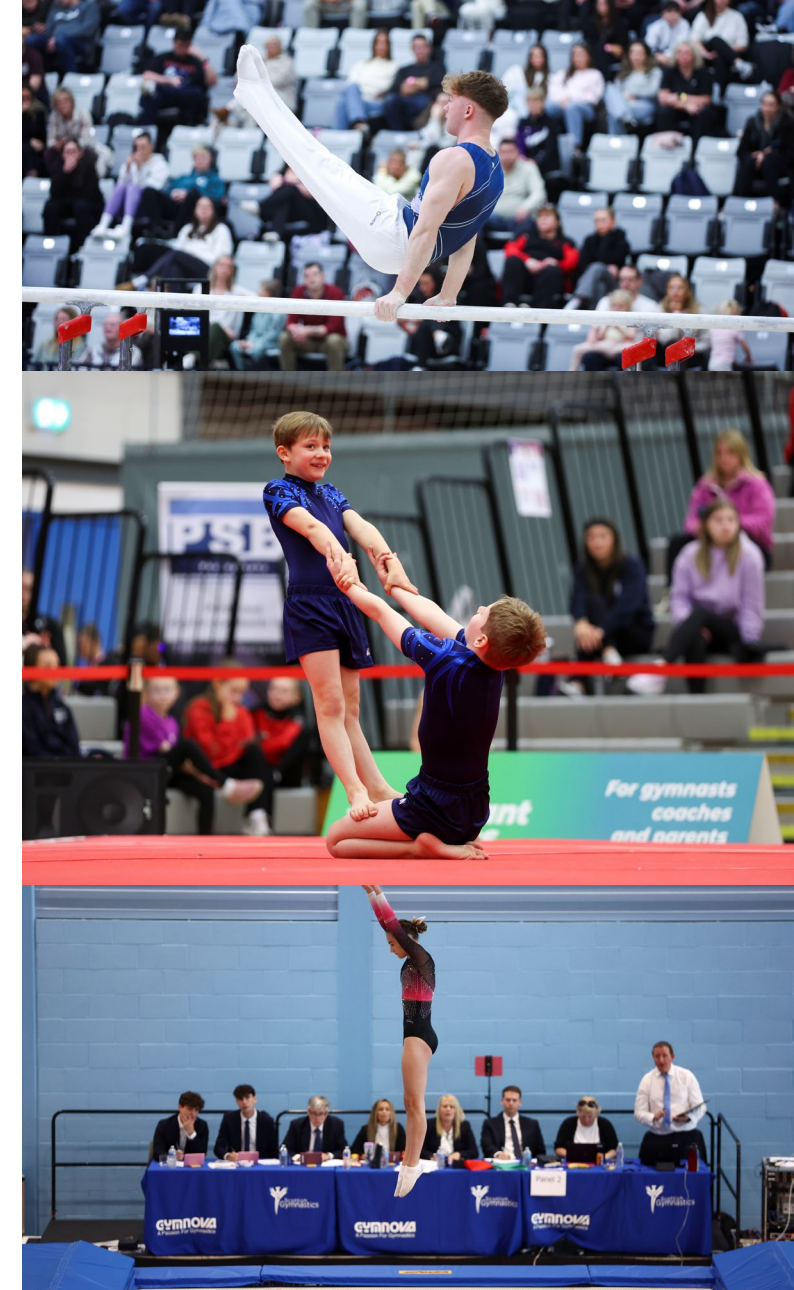
ROLE SUMMARY

The purpose of this role is to lead the strategic direction for the events team, to deliver an uplifting gymnastics experience through championships, competitions and showcase events for the Scottish Gymnastics community. The role holder will manage and deliver a successful programme of 30+ events annually, ensuring effective relationship management with key stakeholders to deliver high-quality events to our members.

The role holder will directly manage the events, logistics and facility manager and two events administrators, along with a network of contractors who support both the planning and delivery of the Scottish Gymnastics events programme.

This is a key role that will sit as part of the sports management and sports operations group for Scottish Gymnastics alongside lead managers for performance and pathways, people development and development and education.

As Lead Manager Events the candidate will have demonstrable knowledge and experience in project and events management, budget management, event governance, operational planning, funding bids and managing multi-disciplinary freelance event teams.



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KEY RESPONSIBILITIES

EVENT PLANNING & LOGISTICS

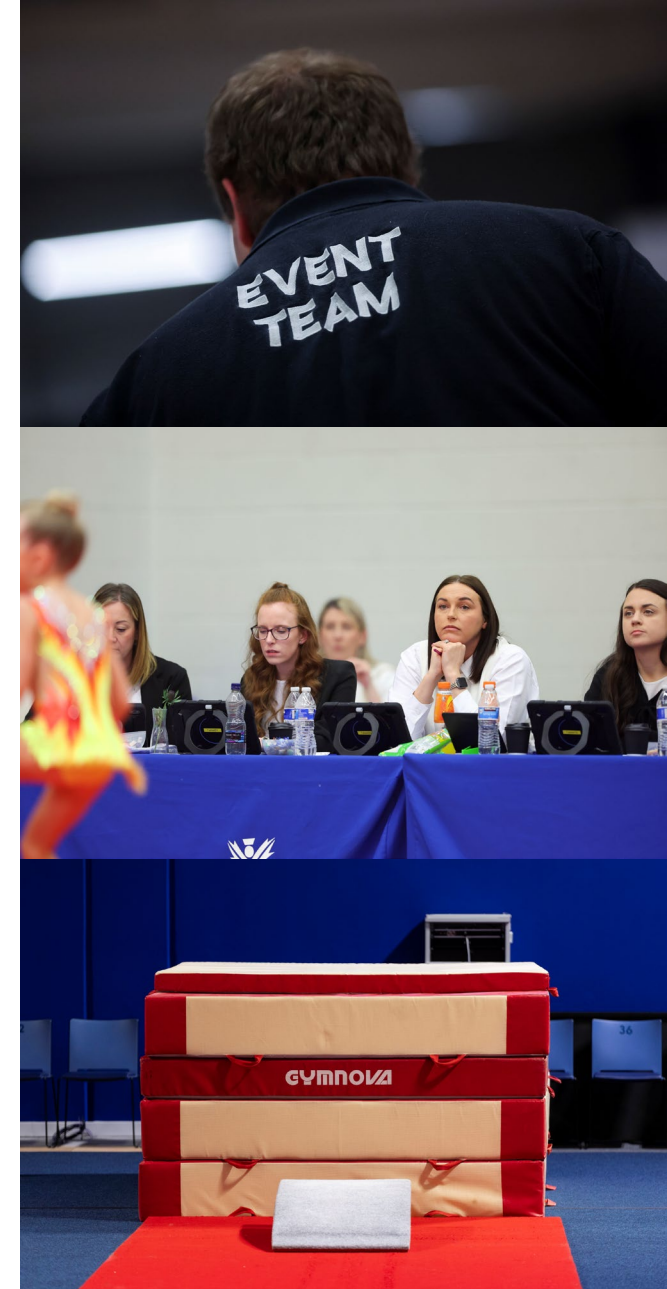
- Lead the management of partnerships and relationships with key event deliver venues, key contracts i.e., scoring and other contractors
- Support the team in the management of equipment transportation, catering provision, equipment, and event branding

DEPARTMENTAL MANAGEMENT

- Lead the development and implementation of a national events strategy, ensuring all gymnastics events in Scotland deliver an uplifting experience for gymnasts, coaches, officials and spectators
- Lead and advance the events team's strategic direction in line with Scottish Gymnastics' vision and objectives including the production and management of budget and delivery plans
- Live and model the behaviours associated with the vision and values of Scottish Gymnastics

STAKEHOLDER COORDINATION

- Build strong relationships with **sportscotland**, British Gymnastics and Home Nations, to support the delivery of events in Scotland



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KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Lead on budget design and management, and subsequent financial control for the department
- Lead on board reports and sport operating plans, in addition to contributing to the work and initiatives of Development & Education, People Development, Performance & Pathways
- With support of the Senior Leadership Team, negotiate contracts with vendors and sponsors, and ensure operations remain strictly within budget

HEALTH & SAFETY COMPLIANCE

- Develop risk assessment for all Scottish Gymnastics events, ensure venue safety regulations are met, safeguarding provisions are protected and oversee on-site emergency procedures

MARKETING & ENGAGEMENT

- Lead on event presentation development with the communications and marketing team to help provide a consistent and quality experience for all levels of Scottish Gymnastics events and activities
- In partnership with communications and marketing team, oversee ticketing, promote brand awareness to drive attendance, and coordinate on-site experiences



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KEY RESPONSIBILITIES

COMMUNICATION

- Communicate and collaborate regularly with:
 - Scottish Gymnastics head of sport
 - Scottish Gymnastics sport management and sport operations group
 - Scottish Gymnastics staff teams
 - Key stakeholders: discipline technical committees, funding and commercial partners, members
 - British Gymnastics and **sportscotland**
- Develop and maintain strong effective partnerships and relationships
- Represent Scottish Gymnastics at relevant Scottish, UK and regional events
- Attend Scottish Gymnastics meetings as appropriate

MONITORING AND EVALUATING

- Provide regular monitoring and trend reports for senior leadership team, the board, and any other relevant body
- Work with colleagues in Scottish Gymnastics and **sportscotland** to establish a robust system for capturing and reporting data required for external agencies

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and we recognise that jobs change and evolve. Consequently, this is not a contractual document and you will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the post. The job description should be reviewed annually to reflect the needs of the Scottish Gymnastics strategic plan.

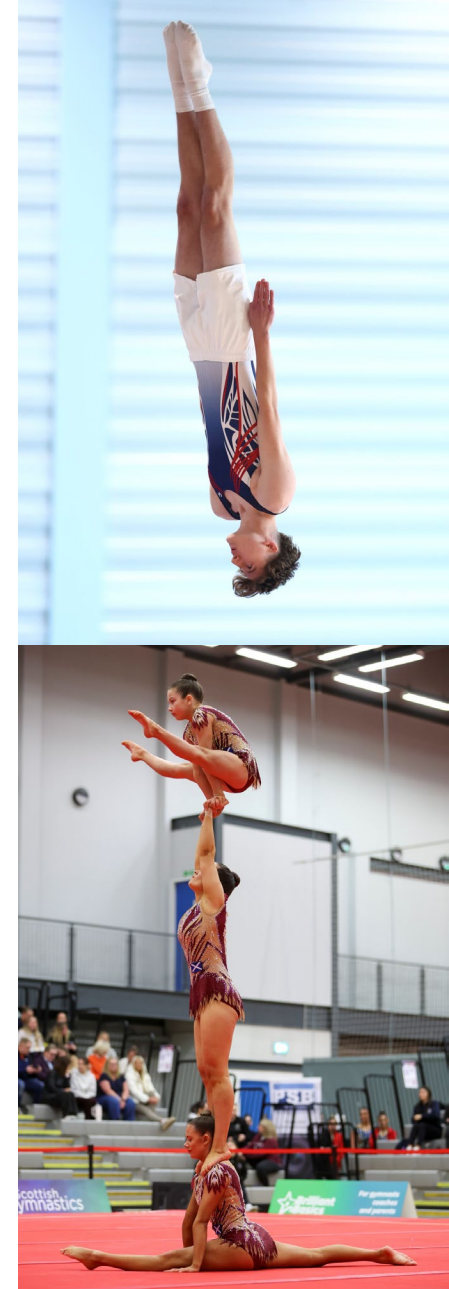


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KEY OBJECTIVES

1.0 LEAD ON THE DESIGN, DEVELOPMENT AND IMPLEMENTATION OF NATIONAL EVENTS PLAN, ALIGNED TO SCOTTISH GYMNASTICS' STRATEGIC PLAN

- Lead on the national events plan for Scottish Gymnastics engaging with appropriate internal colleagues and external partners to deliver an uplifting experience for all at all Scottish Gymnastics events and competitions
- Lead on the plan and delivery for international events delivery in Scotland to include Scottish Gymnastics ran international events i.e., Home Nations, Northern Europeans, and through working with key partners i.e., British Gymnastics, Events Scotland, to bring prestigious events to Scotland
- Lead on securing funding to support international event delivery i.e., Northern Europeans, European Championships etc. where Scottish Gymnastics is a lead partner
- Lead key partner relationships (i.e., Gymnova, Gyndata) aligned to events delivery for Scottish Gymnastics, establishing key review meetings and scoping future solutions to event operations
- Lead the relationship with BG events team to align areas of work, delivery and workforce
- Manage the implementation and review of event planning, administrative processes and systems to ensure efficiencies and high standards are prioritised, in addition to monitoring 'experience' at all events
- Lead in the recruitment, development and deployment of key event contractors and volunteers to support the requirements of the domestic and national events programme

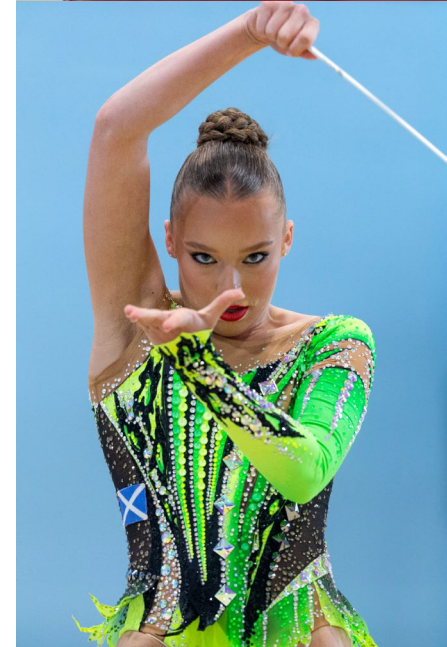


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KEY OBJECTIVES

2.0 LEAD STAFF MANAGEMENT AND TEAM OPERATIONS FOR THE EVENTS DEPARTMENT

- Provide leadership and direction to the events team, fostering a positive team culture and passion to raise the quality experience at all Scottish Gymnastics events and competitions
- Support the team in developing the necessary skills, knowledge and experience to support quality event delivery
- Lead on budget management & financial control for the department, ensuring the team are prudent within their areas of responsibility
- Build strong relationships with relevant stakeholders, including British Gymnastics, **sportscotland**, other governing bodies, and external agencies i.e., Event Scotland etc. to support the growth and development of our events offer
- Lead and chair the Scottish Gymnastics events group (quarterly), ensuring appropriate input from across the organisation leading towards detailed event plans for all competitions and events, including technical input, logistics, experience, safe sport, comms and facility and equipment requirements
- Develop and implement safe sport plans for events is embedded to planning and delivery for all Scottish Gymnastics events in partnership with the safe sport team



PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

DESIRABLE

QUALIFICATIONS

Educated to a degree level or able to demonstrate equivalent work experience and knowledge in event management

SKILLS AND ABILITIES

- Strong problem-solving and decision-making skills, with the ability to organise and motivate others
 - Strong communication, presentation and influencing skills across leadership and stakeholder settings
 - A collaborative leadership style that builds trust, accountability and high standards
 - A clear commitment to equality, diversity, inclusion, safeguarding and athlete welfare
 - Able to manage a high-pressure workload
 - Proven ability to lead and work collaboratively with external contractors
 - Ability to work under pressure and prioritise workloads
 - Ability to work with others with wide ranging views to solve constructively multi-dimensional problems, establishing and maintaining effective working relationships
 - Proven ability to be proactive and work with minimal supervision
 - Ability to demonstrate a methodical, organised, and flexible approach to work
 - A team player with an open and consultative style and optimistic approach
 - Have tact and diplomacy
- The ability to inspire and lead a decentralised team of specialists and/or practitioners, aligning them athlete needs and performance outcome
 - Adept at managing change

PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

DESIRABLE

EXPERIENCE

- Experience of managing and delivering events at a national level or large scale
- Experience of strategic planning, budget management and delivery against measurable objectives
- Experience leading and managing people, contractors or cross-functional team
- Track record of leading and sustaining partnership working
- Experience of brand management and improving the customer experience
- Working as part of a team
- Customer care and quality control

- Experience of managing events at regional level within a sporting environment
- Experience of developing volunteers within a sporting organisation

KNOWLEDGE

- Able to demonstrate management and leadership skills and evidence decision-making and critical thinking
- Proven knowledge of event management
- Knowledge of monitoring, evaluating and reporting impact
- Knowledge of Microsoft Office products

- Knowledge of the gymnastics competition structure and requirements for each discipline
- Knowledge of gymnastics events operations

PERSON SPECIFICATION

CRITERIA/ATTRIBUTES

ESSENTIAL

PERSONAL QUALITIES

- Have integrity, drive, enthusiasm and initiative
- Ability to offer creative solutions to situations
- A team player
- Commitment to the development of gymnastics
- Be able to manage conflict between groups and individuals
- Commitment to ongoing professional development
- Ability to travel across Scotland and work occasional evenings or weekends
- Satisfactory PVG Scheme Membership
- Full UK driving licence and access to a vehicle

OTHER REQUIREMENTS

APPLICATION DETAILS

APPLY

Scottish Gymnastics is an equal opportunities employer and welcomes applications from a diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith, or disability.

If you think you are right for this opportunity and this role excites you, please send a letter of application outlining your experience, along with a copy of your CV to HR@scottishgymnastics.org to arrive no later than 5pm on Monday 31 August.

If you would like an informal chat about the role, please contact Sam Hendrikson, head of sport, on 07825 300 787 or email sam.hendrikson@scottishgymnastics.org.

RECRUITMENT TIMELINE

- Monday 31 August 2026: closing date for applications
- Tuesday 8 September 2026: in-person interviews (Edinburgh)



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Scottish Gymnastics | Telephone: 0131 271 9750
scottishgymnastics.org
Company Reg No SC177815 | VAT Reg No 164 853 779

