



## **Badminton Scotland**

### **Business Operations Manager**

**Location:** Glasgow (Hybrid)

**Salary:** £40,000–£45,000 (depending on experience)

**Contract:** Full-time, Permanent (35 hours per week)

### **Join Badminton Scotland and Help Shape the Future of Sport in Scotland**

Are you a strategic, detail-driven business professional who thrives on making organisations stronger, smarter, and more sustainable?

As the national governing body for badminton in Scotland, **Badminton Scotland** leads the governance, development, and promotion of the sport across every level — from grassroots participation and club competition to talent development aligned with the Scottish and GB performance systems.

We are now seeking an outstanding **Business Operations Manager** to play a central leadership role in ensuring our financial strength, operational excellence, and long-term sustainability.

This is more than a finance role. It's an opportunity to influence the future direction of a respected national sporting organisation.

### **Why Join Badminton Scotland?**

#### **Purpose-Driven Work**

Be part of an organisation that makes a genuine impact across Scotland's sporting landscape — supporting clubs, volunteers, coaches, and athletes to thrive.

#### **Collaborative Culture**

Work closely with our CEO, Board, and passionate colleagues in a values-led, inclusive environment that champions integrity, equality, and professionalism.

#### **Strategic Influence**

This is a senior operational role with direct influence on strategic planning, governance, financial sustainability, and business development.

#### **Hybrid Working**

Based at our Head Office at the Sir Craig Reddie Badminton Centre in Glasgow, with hybrid working available in line with organisational policy.

#### **Competitive Package**

- £40,000–£45,000 salary (depending on experience)
- 35-hour working week
- Work pension scheme
- Opportunity to shape systems and lead continuous improvement

## **The Role: Business Operations Manager**

Reporting directly to the CEO and working closely with the Finance Committee and Senior Management Team, you will lead:

### **Financial Leadership & Governance**

- Annual budgeting, forecasting, and cashflow management
- Monthly management accounts and Board reporting
- Oversight of financial controls
- Management of sportscotland investment and restricted funding
- Liaison with external accountants and auditors

### **Business Operations**

- Oversight of administrative, financial, and digital systems
- Contract and supplier management
- Governance compliance (Companies House and sportscotland requirements)
- Policy development and organisational procedures

### **Strategic & Organisational Support**

- Financial insight to inform Board-level decision-making
- Risk management and reporting
- Contribution to income diversification and sustainability strategies

You will also line manage administrative staff and work collaboratively across development, competitions and performance teams to support effective delivery nationwide.

### **Who We're Looking For**

We're seeking a confident, analytical and solutions-focused professional who brings:

#### **Essential:**

- Degree in finance, business or a related discipline (or equivalent experience)
- Strong experience in financial management and reporting
- Experience with accounting systems (e.g. Xero, Dext, Microsoft 365, Excel)
- Excellent attention to detail and an ability to communicate financial information clearly

#### **Desirable:**

- Part or fully qualified accountant (ACCA, CIMA, CIPFA)
- Experience in sport, charity or membership organisations
- Knowledge of public-sector or sportscotland investment management

Most importantly, you will demonstrate integrity, professionalism, adaptability and a commitment to inclusion.

### **Ready to Make an Impact?**

If you're looking for a senior role where your financial and operational expertise will directly influence the growth and sustainability of a Scottish national sporting body — we'd love to hear from you.

**Help us deliver the future of badminton in Scotland.**

If you wish to apply for the position,

please send in a recent CV and cover letter. In the letter you must tell us why you want the position and what you can bring to the position.

**Closing date:** 30th of March 2026 at 1200hrs

**Please send your CV, Equality Form and cover letter to:** Antony Waring

**Email Address:** [membership@badmintonscotland.org.uk](mailto:membership@badmintonscotland.org.uk)

We look forward to receiving your application.