

# High Performance Sports Ltd

## Chief Executive

Recruitment Pack – August 2015



### SUMMARY

High Performance Sports, best known for operating The Castle, Europe's leading climbing centre, is recruiting for a new Chief Executive. The company has been expanding its facilities over the last three years and is now looking to consolidate its position as market leader with an experienced, professional management team. The current Managing Director is moving abroad and leaves the company in strong financial position with exciting prospects for future developments.

The Chief Executive is a full-time employee based in London, working directly with the Management Team and the Board of Directors. They will be responsible for the strategic and operational direction of the company including the next phases of development. The successful candidate will be bursting with good ideas to develop the business, able to inspire a team to challenge themselves and, most of all they will embody our values of **quality, sustainability** and **integrity**.

This pack includes:

1. Application process
2. Job description
3. Company information
4. Appendix A – pre-screening questionnaire

Timetable (subject to change)

- Submission of interest: 20 September 2015 (recommended)
- Closing date for applications: 31 October 2015
- Interviews: 16 to 20 November 2015
- Start date: January- April 2016, depending on availability

All application information will be treated in the strictest confidence. Please send any questions FAO Rosa Gonzalez, HR Assistant [workforthecastle@castle-climbing.co.uk](mailto:workforthecastle@castle-climbing.co.uk)

## 1. APPLICATION PROCESS

### SUBMISSION OF INTEREST (20 SEPTEMBER 2015)

The submission of interest is a pre-screening process for external candidates and includes arranging an informal meeting with the Managing Director to discuss the role in more detail.

Candidates should send the following by email to [workforthecastle@castle-climbing.co.uk](mailto:workforthecastle@castle-climbing.co.uk) :

- CV (2 pages maximum)
- Pre-screening questionnaire (appendix A below)

The submission of interest does not commit the candidate to applying for the position. Missing the deadline for submission of interest will not preclude candidates from applying for the position before the application closing date. Internal candidates should formally register their interest in applying, but will not need an informal meeting with the MD. Although we've set the deadline for mid-September, candidates are encouraged to submit their interest at the earliest date possible.

Selected candidates will be invited to apply for the position following the application process outlined below.

### APPLICATION PROCESS (31 OCTOBER 2015)

Candidates should submit the following by email to [workforthecastle@castle-climbing.co.uk](mailto:workforthecastle@castle-climbing.co.uk):

- CV & Cover Letter
- Application questionnaire (will be sent to candidates invited to apply after submission of interest)
- Two references (these will only be contacted on offer of the post)

Shortlisted candidates will be invited to attend an interview with the Board of Directors taking place from the 16 to 20 November.

The starting date for the position is flexible, depending on the candidates' availability, between January and April 2016. There will be a six month probation period.

## 2. JOB DESCRIPTION

**Job title:** Chief Executive

**Particulars:** Full-time (40 hrs/week), based at the Castle Climbing Centre in London.

#### **Benefits package:**

- **Salary:** starting at £70,000 pa
- **Holiday:** 5 weeks (25 days) + bank holidays
- **Relocation package:** A relocation package of up to £8,000 is available for postholders needing to move to London.
- **Private health insurance** for self and dependants
- **Pension scheme** with company matching contributions up to 5% of salary
- Performance related **profit share scheme**
- **Company sick pay, parental leave**

#### **Main duties & responsibilities:**

- Review company and departmental strategies and objectives in collaboration with the management team
- Identify and exploit business development opportunities

- Prepare short, medium and long term budgets and financial forecasts
- Report to the Board of Directors and implement decisions made
- Manage performance of team through annual appraisal process
- Monitor and audit the health and safety policies and procedures
- Ensure the ongoing development of our sustainability policy and action plans
- Contribute to the general development of the industry through the ABC, BMC and other organisations
- Realise The Castle's full potential through its final phase of development

**Additional roles:**

- Data controller
- Overall responsibility for Health & Safety
- Management training and development

## PERSON SPECIFICATION

Skills:	<p>Leadership – strong personal work ethic, integrity, high standards</p> <p>Communication (written and oral) - clear, precise, adapted to audience</p> <p>Personal organisation/ effectiveness</p> <p>Strategic thinking and decision making</p> <p>Data analysis</p> <p>Excellent customer service</p> <p>Team working, collaborative problem solving</p> <p>IT skills – Microsoft Office</p>
Aptitude:	<p>Can motivate and inspire a team</p> <p>Assimilates information and learns new skills quickly</p> <p>Generates ideas</p> <p>Can manage change</p> <p>Can handle confrontation</p> <p>Can commit to the company for at least five years</p>
Personal Qualities:	<p>Integrity</p> <p>Reliable</p> <p>Commitment to constant improvement</p> <p>Positive attitude</p> <p>Approachable</p> <p>Practical and pragmatic</p> <p>Autonomous</p> <p>Systematic</p> <p>Passionate about rock climbing</p>
Experience:	<p>Senior leadership/management role</p> <p>Creating and working to budgets</p> <p>Implementing new systems</p> <p>Project management</p>
Qualifications (desirable):	<p>Relevant degree or equivalent qualification (eg law, management, financial administration, etc.)</p> <p>Industry specific qualifications (eg MT awards, coaching, route setting, IRATA, equipment inspection)</p> <p>First Aid, Food Hygiene</p> <p>Permaculture design / Sustainable Development</p>

### 3. COMPANY INFORMATION

Company Name: High Performance Sports Ltd (registered company 02839366)

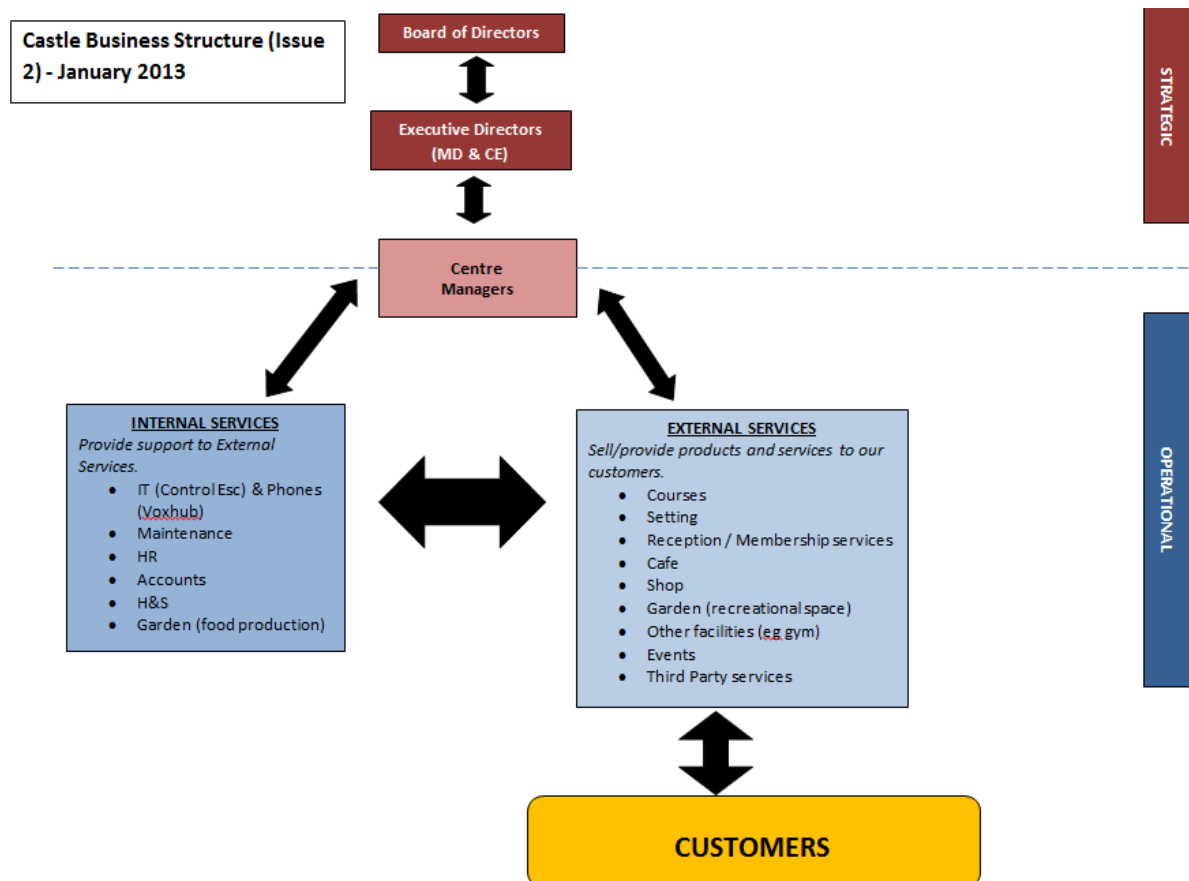
Trading since 1995 as The Castle Climbing Centre (also The Castle Shop, The Castle Café and The Castle Garden)

2014 Turnover: £2.37m

Approximately 80 employees

In addition to our website, The Castle has an active Facebook page, Twitter and Instagram Feeds for further information on current activities.

### COMPANY STRUCTURE



The new Chief Executive will be a merger of the Managing Director and Chief Executive positions. The current MD will remain with the company in an advisory capacity at Board level. The current CEO will remain as Chairman of the Board of Directors.

### COMPANY VALUES

Our business is providing **services** (climbing facilities and memberships) and **products** (climbing courses, equipment/clothing and food/drink) to our customers.

*Our aim is to make The Castle Climbing Centre a benchmark for environmental and economic sustainability and to demonstrate that there is a place for sport and commerce in a sustainable future without compromising financial success and high standards.*

**Our values:** Quality – Sustainability – Integrity

**High Performance Sports Ltd**

**CEO recruitment – August 2015**

**Our missions:**

- To provide the climbing community with a world class, well-rounded facility
- To grow our business sustainably (economically, environmentally and socially)
- To provide our shareholders with a return on their investment

We will use our Company Values (<https://www.castle-climbing.co.uk/company-values>) to guide our decisions.

Please visit our website for more information on our sustainability policy (<https://www.castle-climbing.co.uk/sustainability>)

## APPENDIX A : PRE-SCREENING QUESTIONNAIRE (DEADLINE – 20 SEPTEMBER 2015)

Candidates should submit this questionnaire (limit 750 words in total) along with a current CV to [workforthecastle@castle-climbing.co.uk](mailto:workforthecastle@castle-climbing.co.uk) by 20 September 2015. Selected external candidates will be invited to meet the MD or CEO before applying for the position.

1. **Project management experience** – please provide us with examples of projects that you have seen through from start to finish. What was the original goal? How did you decide how to achieve this goal (eg selection and design process)? How long did it take? Was it under or over budget? Was it successful?
2. **Management experience:** Do you have experience working within management and/or quality assurance frameworks (eg PAS99, ISO 9001 or 14001)? Have these systems been beneficial? Please give examples.
3. **Risk assessment / Health and Safety** : what experience do you have managing risk and implementing control measures?
4. **Aptitude:** Please give an example of having to learn and apply a new skill quickly in a management context.
5. **Sustainability:** Why do you think The Castle puts such a strong emphasis on sustainability? What is your understanding of and approach to sustainability?