

# This is JUDO

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## Chief Executive Officer Candidate Brief



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## Welsh Judo Association (WJA)

### Job Advert – Chief Executive Officer

<b>Job Title:</b>	Chief Executive Officer (CEO)
<b>Responsible To:</b>	Chair of the Board of Directors
<b>Responsible For:</b>	Development and Events Manager, National Coach, Commonwealth Games Performance Judo Coach, Administrator.
<b>Location:</b>	Sport Wales National Centre, Cardiff, CF11 9SW (with flexible working arrangements considered)
<b>Salary:</b>	£45,000 - £52,500 (depending upon experience)
<b>Hours:</b>	Full-time (37-hours per week)
<b>Contract Type</b>	Permanent (subject to 6-month probationary period).

The WJA is looking for an inspiring leader to spearhead its organisation and lead the final phase of its 4-year strategy. Would you like to lead an enthusiastic team committed to making Judo accessible for all? Can you help us to be a leader of governance and culture across all sports in Wales?

We value nothing higher than culture at the WJA, and as the new CEO, you will be a driving force being embedding positive culture across the organisation and within the sport more generally. We have a Governance and Culture Action Plan, which you will play a key role in delivering. You'll work within our core values inspired by the founder of the sport, including respect, courtesy, self-control and friendship.

Ideally, you'll have had experience of working with a variety of stakeholders to deliver a strategy. Our strategy was refreshed in early 2025, with a new set of principles and targets to work towards by the end of 2026. You'll help deliver this to increase participation in the sport, achieve more podium success at all levels and to ensure good governance, ethics and integrity are embedded in the organisation. You'll be responsible for the financial management of the company and be supported by a voluntary non-executive board made up of Appointed and Elected Directors from a range of backgrounds.

You'll be responsible for motivating a small team of staff, liaising with Sport Wales and securing funding from public bodies. No judo experience is required but an enthusiasm for sporting success is essential. You will line manage the National Coach who is responsible for the training programme of Welsh Judo's elite athletes and the performance pathway, plus the Development and Events Manager who coordinates the extensive range of participation opportunities in Wales.

The WJA is based at Sport Wales at Sophia Gardens in Cardiff. It is home to our office and dedicated judo training centre. You'll predominantly work here, along with an option of working from home from time-to-time.

## Welcome from the Chair

Thank you for your interest in the role of Chief Executive Officer (CEO) of the Welsh Judo Association (WJA).

In recent times, the staff team has been superbly led by an Interim CEO, whilst we have refreshed our strategy, streamlined many processes and have become a much more efficient and effective organisation. We are now in the position to complete the transition of our organisation by recruiting for a full-time, Chief Executive Officer. During this transition period, we have made huge strides towards embedding positive culture across the organisation, and we'd like you to take this to the next level. We truly believe that we now have the foundations laid to be a place that people love working and would like to support the whole Judo community to work on aligned objectives.

Reflecting on our potential to empower individuals and transform societies they serve we have recently refreshed our strategy. We are looking to maximise our impact on society by engaging with a range of partners to create a united Judo community. Performance will remain a key focus for those who wish to compete at the highest level, particularly leading to the 2026 Commonwealth Games, but we are committed to making Judo accessible to all. Whilst elite performance is important, we are increasingly aware of our ability to help equip people for life, not just in sport. Judo is a unique martial art that enables people of all ages and abilities to reach their potential both physically and mentally. Through participation in a values driven sport, Judo empowers individuals by helping them focus, build confidence and embrace self-discipline. Through our growing network of clubs across Wales, with nearly 2,000 members, we are truly making a difference by providing access to Judo in safe learning environments. However, we need an effective leader to help expand our reach and the impact we can deliver.

As an organisation that is values led, placing culture and EDI at the forefront of what we do, we'd also like to work with you to create a work environment that gets the best out of you. We all know that people who are happy, supported and appropriately challenged in work, can thrive – and this is what we want for you. If you become Chief Executive Officer of the Welsh Judo Association, you would be leading an organisation that has the potential to truly transform society. We hope you are ready to join our journey and not only shape but create our future.

Regards,  
Chris Emsley



WJA Chair

## About Us

Based at the Sport Wales National Centre in Cardiff, the Welsh Judo Association is the recognised National Governing Body for judo in Wales. We are responsible for the growth and success of judo at every level, supporting a strong network of clubs, while striving to deliver exceptional tournaments and educational structures. Whether you're an aspiring judoka in your local club or an elite athlete training at our national centre, we are here to help you fulfil your potential.

## Our Strategy

Our new strategy for the period 2023-2026 seeks to build a better society by embracing the core values and principles of Judo to enable Judoka and the communities they serve to reach their full potential. Ultimately, our ambition is to be a recognized sport in Wales for empowering individuals and transforming society. Underpinning our strategy are 3 priorities:

1. Participation: *broaden exposure and access for everyone to have a positive experience of judo.*
2. Performance: *achieve success at every level, now and in the future.*
3. People: *foster a united judo community through strong leadership, connections and education.*

To achieve these priorities, we have set out several initiatives within our strategy, as well as specific enablers such as good governance at every level, enhanced communication and better accountability and empowerment. Working with our Board of Directors and staff, evolving and delivering our strategy will be a primary focus and key responsibility for our new CEO.

# Job Description

## Job Purpose

To successfully work with a voluntary Board of Directors and professional staff team to govern, promote and develop Judo within Wales. The CEO will provide strategic leadership to the organisation and support to the Board of Directors, serving as the main implementer of approved strategy, policies, and directives. Operationally and with ultimate responsibility for staff, they will harness a high performing team and continuously review and improve management systems. Alongside the Directors, the CEO is responsible for risk management, governance and financial controls and audits within the organisation.

## Key Responsibilities

1. Lead the development and implementation of Welsh Judo's strategy to achieve the organisation's goals and objectives.
2. Role model positive behaviours, and appropriately challenge the opposite, ensuring there is a safe and inclusive culture within the organisation.
3. Lead the development of a positive, inclusive and values-driven organisational culture that aligns with the WJA's principles.
4. Champion wellbeing across the organisation, ensuring that staff and volunteers feel valued, supported and can thrive.
5. Develop a 'One Team' approach across the whole judo community in Wales, ensuring our sport's values are lived and protected.
6. Develop the organisation to ensure resources are directed towards strategic priorities while maintaining strong operational performance.
7. Be visible within the community, developing positive working relationships with Members, Clubs, Coaches, Officials and Volunteers.
8. Develop positive working relationships with key stakeholders such as Sport Wales, British Judo and others to develop Judo within Wales.
9. Cultivate strong relationships with new or existing stakeholders.
10. Continuously review and improve policies and procedures to improve effectiveness and efficiency of operations while maintaining highest levels of governance.
11. Ensure the organisation maintains compliance with relevant frameworks and policy changes.

12. Provide vision, leadership and guidance to staff, volunteers and members of the organisation.
13. Provide a framework within which employees are continuously evaluated and encouraged to assume greater levels of responsibility.
14. Actively lead staff members to ensure they reach their full potential.
15. Develop and proactively monitor risk management strategies in the areas of finance, insurance, technology, structures, contracting, facilities, and performance.
16. Positively promote judo, creating a strong corporate brand that increases long-term commercial potential.
17. Create and leverage a variety of revenue streams to reduce reliance on funding.
18. Work with the Finance Director to maintain the financial management system including approvals and payments, production of financial reports, management accounts, cash flow forecasts & budgets.
19. Overall responsibility for the organisation's HR practices: recruitment and selection, absence management, capability, disciplinary and grievance, etc
20. Responsible for overseeing and ensuring the effectiveness of the complaints and safeguarding issues process.
21. Support the organisation in delivery of various business meetings, including regular Board of Director Meetings and the Annual General Meeting.

This job description is not to be regarded as exclusive or exhaustive. It is indicative and will evolve to reflect organisational priorities.

## **Job Requirements**

1. Enhanced DBS disclosure
2. Right to work within the United Kingdom
3. Domestic travel to events and BJA Performance Centre
4. Occasional overseas travel
5. Able to occasionally work unsocial hours, including evenings and weekends with overnight stays when required.
6. Robust IT infrastructure to enable remote working.

## Person Specification

Education & Qualifications	Essential	Desirable
Degree or professional qualification in sport, business, or similar related discipline.	✓	
Knowledge and Experience		
Experience of leading a small/medium sized business or function (not necessarily related to the sports industry).	✓	
Experience and understanding of driving positive working cultures.	✓	
Considerable depth of senior leadership experience, including leadership of small multi-functional teams.	✓	
Strategic planning experience, providing creative solutions to achieve organizational objectives.	✓	
Experience of delivering small projects and overseeing events.	✓	
Experience of working with an array of stakeholders, especially funding partners.	✓	
Business development experience and knowledge of CRM and best practice principles for growing business.		✓
Experience of working with voluntary boards & sub-committees.		✓
Experience in change leadership and organisational development.		✓
Experience and understanding of good practice relating to health and well-being, data protection, safeguarding, equality and antidoping.		✓
Experience and understanding of judo; technical, development and performance aspects.		✓
Skills and Abilities	Essential	Desirable
Strong leadership skills including emotional intelligence, empathy, resilience, inspiration, empowerment, conflict resolution, decision making and mentoring.	✓	
Understanding of, and commitment to equality, diversity and inclusion.	✓	
Excellent collaboration and communication skills.	✓	
Problem solving skills to find creative solutions to operational issues.	✓	
IT and digital literacy required to operate effectively in a virtual work environment.	✓	



Strong planning and project management skills including time management, resource management and prioritization	✓	
Proven ability to be proactive, work with minimal direction and supervision.	✓	
Ability to work effectively with volunteers and staff.	✓	
Ability to communicate in Welsh language		✓

## Application Process

Please send your CV and covering letter in one document detailing your skills, experience and suitability for the role, as well as a completed Diversity Monitoring Form to:

Chris Emsley (Chair)  
[Chris.emsley@welshjudo.com](mailto:Chris.emsley@welshjudo.com)

For an informal discussion regarding the role, please also contact the Chair.

**Closing date for applications:** Friday 15<sup>th</sup> August 2025 (close of business).

**Interview dates:** Between the 1<sup>st</sup> and 12<sup>th</sup> September.

## Recruitment Process

Following the closing date the panel will select candidates that most closely fit the requirements of the person specification. Successful candidates will be invited to attend the next stage of the recruitment process.

The Welsh Judo Association is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender. To this end, and as you will see from the Diversity Monitoring Form, we also provide a Guaranteed Interview Scheme for candidates from under-represented groups.

Welsh Judo Association Ltd

Company number 03074211