



CORPORATE SERVICES DIRECTOR RECRUITMENT PACK

APRIL 2026

CORPORATE SERVICES DIRECTOR

British Ice Skating, the National Governing Body for Figure Skating and Speed Skating in the UK, is looking to appoint an inspiring leader to help take ice skating to new heights.

ABOUT BRITISH ICE SKATING

OUR MISSION

To establish a proactive organisation through robust governance, financial management, and utilising technology.

HOW WE'LL GET THERE

By establishing investable programmes that enhance lives, promote inclusion, increase participation and deliver exciting performances on the world stage.

ORGANISATIONAL OBJECTIVES

AN NGB WITH AN ETHOS OF EXCELLENCE

To establish a proactive organisation through robust governance, financial management, and utilising technology.

A UNITED AND DIVERSE WORKFORCE

To allow staff, coaches and volunteers the opportunity to flourish based on shared values and a developmental approach.

A HOUSEHOLD NAME

Create a national awareness of British Ice Skating as the driving force behind ice skating across the UK.

CREATE OPPORTUNITIES FOR ALL

Be at the heart of making ice skating accessible across the UK by creating and leading engaging programmes that break down barriers

A ROUTE TO SUCCESS

Drive a culture of excellence from grassroots to world stage through a talent and performance pathway for coaches and skaters.

GROW THROUGH PARTNERSHIPS

Unlock future investment and support through increased stakeholder engagement.



2.1m

Annual Operating Budget



24

Staff Members



5000

Members

[Read the
2025 BIS Annual Report](#)

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ROLE PURPOSE

The Corporate Services Director will provide strategic and operational leadership across the organisation, with a primary focus on finance, systems, and data. Approximately 50% of the role will be dedicated to ensuring strong financial governance, accurate and timely financial reporting, including budgets and forecasting, effective cash flow management, and the optimal use of organisational systems and technology.

The role will ensure that operational delivery is underpinned by robust financial control, high-quality data, and fit-for-purpose systems that support transparency, efficiency, and informed decision making.

Contract Type: Permanent, Full-Time

Remuneration: £50,000 PA

Reports To: Chief Executive Officer

Direct Reports: Membership Engagement Manager, Safeguarding Manager, Communications Manager, Legal Counsel, Participation Manager

Working Location: British Ice Skating offers flexible working arrangements which can be discussed with candidates at point of interview, including working from recognised British Ice Skating Offices (Sheffield, Nottingham, Scotland) or other approved offices such as Sport England, UK Sport or Sport Scotland, alongside remote working options. Travel may be required for official work.

Working for British Ice Skating offers the opportunity to be part of a dynamic and ambitious national governing body at the heart of a high-performance and community sport. As an employer, British Ice Skating combines a passion for excellence with a collaborative and supportive working culture, where innovation, integrity, and development are actively encouraged.

Employees play a direct role in shaping the future of the sport across the UK, from grassroots participation to Olympic success, while benefiting from a flexible, supportive environment that values professional growth and meaningful impact.

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KEY RESULTS AREAS

STRATEGIC LEADERSHIP

- Provide strategic oversight and direction across financial planning, governance frameworks, and organisational systems and processes.
- Ensure alignment of operational systems with long-term organisational strategy.
- Lead on continuous improvement initiatives to strengthen internal controls and governance.
- Work closely with and support the CEO in developing commercial and other partnerships to the benefit of the organisation.
- Safeguard confidentiality and uphold the highest ethical standards
- Drive organisation wide performance, talent, and succession planning.

RISK, GOVERNANCE AND ASSURANCE

- Manage Financial and operational risk ensuring strong governance, assurance, and internal control frameworks.
- Support the Board and Audit functions through high-quality reporting, transparency, and effective risk mitigation.

PEOPLE DEVELOPMENT

- Champion the organisation culture, leading with authenticity and integrity and managing conflict effectively.
- Drive the development and performance of employees across the organisation, encouraging and supporting leaders and managers to develop their teams to grow organisational capability.
- Manage poor leadership and behavior that does not align with the company values or culture.
- Promote a high-performance culture through coaching, mentoring, and structured development pathways.
- Lead collaboration through the creation of effective relationships and demonstrate strong leadership through personal integrity,
- Support talent identification, succession planning, and ongoing professional growth.

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KEY RESULTS AREAS

FINANCIAL MANAGEMENT & REPORTING

- Lead the financial reporting and budget management process for British Ice Skating, working closely with the CEO to ensure financial stability.
- Produce, accurate and detailed Management accounts, cashflow and other financial reports for board members, leading the finance narrative at board meetings.
- Manage and monitor all expenditure across the organisation, creating accurate forecasts, and allocating resources to optimise effectiveness.

DIVERSITY & INCLUSION

- Champion diversity, equity and inclusion across programmes, operations, and workforce development.
- Implement policies and practices that ensure an inclusive environment for all staff, partners, and service users.
- Promote awareness, training, and accountability in relation to EDI commitments.

PROGRAMME LEADERSHIP

- **Child Wellbeing & Protection.** Lead safeguarding strategy, ensuring robust systems, training, and compliance.
- **Legal.** Oversee compliance with legal and regulatory requirements and support risk mitigation.
- **Membership.** Oversee membership strategy and initiatives to ensure growth and reach are maximised.
- **Communications.** Oversee the production of a Communications Strategy ensuring alignment with the organisations overall strategy, brand, and values.
- **Participation Support.** Oversee and provide support for managers running initiatives for athletes, coaches, and partners.

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PERSON SPECIFICATION

KNOWLEDGE

E- ESSENTIAL
D- DESIRABLE

Strong demonstrable understanding of corporate governance frameworks, risk management principles, and regulatory compliance.	E
Demonstrable In-depth knowledge of financial management, budgeting, forecasting, and reporting methodologies supported by relevant qualifications.	E
Knowledge of organisational development, leadership development, and performance management best practice.	E
Understanding of diversity, equity, and inclusion principles and their application in corporate environments.	E
Sound knowledge of safeguarding, legal responsibilities, and ethical requirements relevant to corporate operations.	D
Familiarity with modern corporate systems, digital tools, and data-driven decision-making processes.	D

EXPERIENCE

E- ESSENTIAL
D- DESIRABLE

Proven experience in a senior leadership role within a corporate environment.	E
Demonstrable track record of delivering strategic outcomes across multiple operational or functional areas.	E
Experience overseeing governance, financial planning, and compliance in a complex organisation.	E
Experience leading large or multi-disciplinary teams, including performance management and workforce development.	E
Experience managing partnerships, external stakeholders, or cross-organisational programmes.	D
Experience implementing corporate systems, process improvements, or operational transformation.	D
Previous responsibility for safeguarding, legal, HR, or risk management functions (directly or through oversight).	D

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PERSON SPECIFICATION

SKILLS

E- ESSENTIAL
D- DESIRABLE

Strategic Leadership: Able to provide direction, set priorities, and translate strategy into operational delivery.	E
Financial Acumen: Strong analytical, budgeting, and financial decision-making skills.	E
People Leadership: Ability to develop talent, build capability, and lead high-performing teams.	E
Stakeholder Management: Skilled at building credible relationships with senior leaders, partners, and external bodies.	E
Communication: Excellent written and verbal communication, including the ability to influence at senior levels.	E
Problem-Solving: Strong judgement, with the ability to navigate complex issues and make evidence-based decisions.	D
Change Management: Skilled in leading organisational change, improving processes, and embedding new ways of working.	D
Risk & Compliance: Able to interpret regulatory requirements and ensure organisational adherence.	D

APPLICATION PROCESS

If you would like to have an informal chat about the role, please get in touch with Maggie Still at maggie.still@iceskating.org.uk

When you are ready to apply, please send a copy of your CV and a cover letter outlining how you meet the requirements of the role, plus a completed copy of the [BIS Equality Monitoring Form](#), to Parul Jani at parul.jani@iceskating.org.uk

Applications close Sunday 24th May at 11pm.

First interviews for shortlisted candidates are planned for the week commencing Monday 1st June.