

# **Scottish Orienteering Association**

## **Regional Development Officer, Grampian Region**

### **Further Information**

The Scottish Orienteering Association (SOA) Strategy for 2012-2015 includes objectives to increase event participation and club membership. With funding from **sportscotland**, Moray LEADER and Aberdeenshire Council, SOA now seeks to appoint a Regional Development Officer (RDO) for the Grampian Region in order to pursue these objectives. This position will focus on working with, and building on the success of, the three local clubs – Grampian Orienteering Club based in Aberdeen City, Mar Orienteering Club based in Aberdeenshire, and Moravian Orienteering Club based in Morayshire – to develop the sport of orienteering through a series of local development projects. Over the next few years three major orienteering events will take place in and nearby Grampian Region - the Scottish Championships Jubilee 5 2012 on Deeside, the 6-Days Festival of Orienteering 2013 in Moray, and the World Orienteering Championships 2015 in Speyside and Moray – providing an excellent opportunity to raise the public profile of orienteering.

It is anticipated that work with the clubs will be on a project basis to build on the clubs' own development plans in discussion with the clubs. The work of the RDO will significantly extend the manpower that is normally available on a volunteer basis to pursue projects, and in some cases the RDO will be the person driving the project forward. Integral to each project might be a number of activities from the full spectrum of development activities in the sport, such as promotion of the sport through various media and in various sectors of society, identifying and assessing areas for new mapping, delivering orienteering in schools or with youth groups, running local leagues, facilitating the coaching of participants, seeking funds to support projects, and liaising with other bodies that any of these activities might require, such as landowners and local authority agencies. Specific tasks are listed in the Annex: Detailed Job Description. However, it is important to emphasise that the work of the RDO is intended to take the capability of the three local clubs to a new, higher level and not simply carry out the work that club volunteers would be reasonably capable of doing anyway. The RDO might also run overarching projects that are outwith the plans of the individual clubs.

Each project will be funded by the individual clubs and by applications to the SOA Development Fund and any other funding body that is appropriate, such as the 2014 Communities Fund, the British Orienteering Development Fund and Awards for All.

The SOA already employs a Professional Officer and a Development Officer. The Development Officer is based at the National Orienteering Centre at Glenmore Lodge, Aviemore and will be a valuable source of advice and support. A Development Manager is also to be appointed on a voluntary

basis for the World Orienteering Championships. The RDO will find it necessary to liaise with all these people.

## **Annex: Detailed Job Description**

This is a new post and the incumbent, together with the clubs, will most likely identify specific tasks that are not in this list. This list is illustrative of the tasks envisaged.

- In discussion with the three Grampian orienteering clubs, make plans for a strategic and coordinated programme of projects that will be pursued during the 2-year period of this post;
- Identify and approach existing and new groups or sectors of society that might be targeted for an increase in participation and club membership, including schools, for mutual benefit;
- Identify and assist activities that might make participation especially attractive, such as leagues and regular club training events;
- Identify and procure infrastructure and manpower needs for projects, including new areas to be mapped, access to areas and volunteer training;
- Liaise with local agencies in order to promote and facilitate participation in orienteering events;
- Generally promote the sport of orienteering throughout communities in Grampian;
- Act as a public face for orienteering in Grampian, including maintaining links with the **sportscotland** Regional Sporting Partnership;
- In collaboration with clubs, seek funds to support projects;
- Assist clubs with the delivery of events integral to and arising from projects;
- Liaise with the SOA Professional Officer and Development Officer and the WOC Development Manager in pursuit of these tasks;
- Report to the SOA Board as required (see Annex: Conditions of Employment), but specifically to the Development Director at regular intervals so that progress can be forwarded to the funding bodies.

## **Annex: Person Specifications**

The SOA is looking for an enthusiastic person who meets all or most of the following criteria.

### **Essential criteria:**

- Highly motivated and able to work both independently and in collaboration with clubs;
- Understand the role of professional staff within a membership-driven and volunteer-run organisation;
- Be able to produce work of a consistently high standard;
- Have good project management skills;
- Have a friendly, responsive and professional attitude towards SOA members, and members of the public and agencies enquiring about orienteering in Scotland;

- Have a good working knowledge of the sport of orienteering;
- Have a full current driving licence and appropriate insurance;
- Have good communication skills with both internal and external customers.
- Have good general IT skills.

Note: The post is conditional on a satisfactory Enhanced Disclosure Scotland and 2 satisfactory references being received. The SOA's decision on the definition of 'satisfactory' will be at their sole discretion.

**Desirable criteria:**

- Hold a relevant sports development qualification;
- Be a current member of an SOA / BOF orienteering club;
- Have a good knowledge of some orienteering software packages e.g. OCAD, Condes, SportIdent, Emit;
- Be qualified to coach in orienteering at an introductory level;
- Be qualified to deliver Teaching Orienteering Part 1 courses.

## **Annex: Conditions of Employment**

- The position is funded by **sport**Scotland, Moray LEADER, Aberdeenshire Council and the SOA and is for 2 years;
- The post is for 35 hours per week. However the flexible nature of the job may dictate that more hours are worked when necessary and the post will require evening and weekend work. Time may be taken in lieu in these circumstances;
- The working days should be agreed in advance with the SOA Board, through the SOA Professional Officer acting as Line Manager, and should aim to provide a consistent and known timetable to help improve contact and communications;
- The RDO will agree a work programme with the SOA Board through the Professional Officer, and will be responsible to the Board for all aspects of that work;
- Weekly time sheets, work-plans and brief reports will be submitted in a standard format to the Board at agreed intervals. Annual leave should also be agreed in advance;
- The post is expected to be home based, but "hot-desk" facilities will be available at the Moray District offices in Elgin, the Aberdeenshire District Offices in Inverurie and the **sport**scotland offices in Aberdeen;
- Attendance at the National Orienteering Centre, Glenmore Lodge, Aviemore will normally only be occasional and will be as dictated by the work programme.

Note: In view of the regional nature of this job, SOA will consider a satisfactory job share arrangement.

- The salary is between £18,000 and £20,000 per annum, depending on experience, paid monthly in arrears.
- A contribution is made to personal pension of 5% of gross salary.
- Annual leave is 35 days per annum (including Public Holidays).

- Travelling and other expenses will be paid at the current SOA rate for agreed expenses from base of work.
- The period of notice by either party will be 2 calendar months. However this is reduced to 1 month for the first 6 month probationary period.

## **Annex: Applications**

For an informal discussion, or if you have any queries regarding this position, please contact Roger Scrutton at [development@scottish-orienteing.org](mailto:development@scottish-orienteing.org). The closing date for applications is 12<sup>th</sup> February 2012. Applications including a c.v., a covering letter to show how the Person Specifications are met and the names and contact details of two referees should be emailed to [development@scottish-orienteing.org](mailto:development@scottish-orienteing.org). Letters of reference will be sought from two referees for those applicants invited to interview. Interviews for the post will be held within approximately 2 weeks after the closing date for applications.