



# Scottish Orienteering Association

## Professional Officer

### Job Responsibilities

The SOA have employed professional staff for approximately 28 years, most recently this has included a Professional Officer and Development Officer.

SOA currently seeks to appoint a Professional Officer. This position will be focused on undertaking the Major Events responsibilities defined below and some of the Operations responsibilities. It is expected that the Professional Officer and the Development Officer will work closely together to ensure all aspects of the work are delivered.

A fuller description of the responsibilities of the Professional Officer occurs at the end of this document. They can be summarised as:

#### Major Events

- Support for the Scottish 6 Days event (as detailed by the Board of Directors of the Scottish Orienteering 6 Day Event Company).
- Support for other major events held in Scotland.
- Preparing and supporting bids for other SOA managed International Events.
- Advising event officials for all Scottish events.

#### Operations

- Being the operational public face of SOA.
- Representing SOA in establishing Land Access agreements with SNH, FC, RSPB, Landowners, etc.
- Representing and advising the membership with regard to issues of legislation and policies, e.g. Protecting Vulnerable Groups, Equity.
- Representing SOA in operational discussions with **sportscotland**.
- Representing SOA in operational discussions with BOF (British Orienteering).

## Personal Requirements

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

### Essential

- Be highly motivated and being able to work independently.
- 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 and event management skills, with experience of running major sporting events.
- Have a friendly, responsive and professional attitude towards SOA members and members of the public enquiring about orienteering in Scotland
- Have a good working knowledge of the sport of orienteering.
- Have a full current driving licence and appropriate insurance.
- Regularly attend orienteering events throughout Scotland. This should include fixtures (at all levels) as well as coaching and training sessions.
- 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

- Hold a relevant sports, marketing or similar qualification.
- Be a current member of an SOA / BOF orienteering club.
- Have a good knowledge of some orienteering software packages e.g. OCAD, Condes, Sport Ident, Emit.

For an informal discussion, or if you have any queries regarding this position, please contact Donald Grassie at [president@scottish-orienteering.org](mailto:president@scottish-orienteering.org)

The closing date for applications is 3<sup>rd</sup> November 2010. Applications with attached c.v. should be emailed to [president@scottish-orienteering.org](mailto:president@scottish-orienteering.org) Interviews for the post will be held within approximately 2 weeks after the closing date of applications.

# Detailed Job Responsibilities

## Major Events

**Outcome:** Continued delivery of first-class major events in Scotland.

- Support for the Scottish 6 Days event and other major events held in Scotland - this includes:
  - Provision of support services to the events.
  - Hands-on work before, during and after any major events.
  - Liaison with the major event Central Organising Team and Day Organising Teams as required - general administrative work with sub-contractors and other outside bodies.
  - Assist clubs local to major events with development work before, during and after the event.
  - Liaising with landowners on access, local authorities and other public bodies for events.
  - Assist with grant applications and sourcing of sponsors.
  - Maintain working links with the BOF Major Events contacts.
- Preparing and supporting bids for other SOA managed International events.
  - Assist SOA Board in preparing for bids.
  - Liaise with external organisations to prepare the bid.
- Advising event officials for all Scottish events (as required).

## Operations

**Outcome:** Continued support to SOA volunteers and professional staff as required and assisting the establishment of strong Scottish orienteering clubs with increasing membership.

- Being the operational public face of SOA.
  - Handling general enquiries about orienteering in Scotland.
  - Provide a knowledgeable public face for Scottish Orienteering.
  - Represent the SOA at meetings and conferences as required.
- Representing SOA in establishing and maintaining Land Access agreements with SNH, FC, RSPB, Landowners, etc.
- Representing and advising the membership with regard to issues of legislation as they arise e.g. Protecting Vulnerable Groups – responsible for SOA policies and procedures, ensuring they comply with all legislation, codes of conduct and codes of practice. Ensuring that a suitable Enhanced Disclosure Scotland application system is in place.
- Representing SOA in operational discussions with **sportscotland**.
- Representing SOA in operational discussions with BOF (British Orienteering).
- Provide support to clubs as required:
  - Advice at club meetings.
  - Provision of advice to club event officials as requested and required.

## Conditions of employment

The position is funded by **sport**Scotland, the SOA and 6-Day Event Company and is permanent.

The post is for 35 hours per week. However the flexible nature of the job may dictate that more hours are worked when necessary. Time may be taken in lieu.

The salary is circa £25, 000 per annum, 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).

The post is expected to be home based, although the Professional Officer is expected to work closely with the Development Officer, and to support their work. Attendance at the National Orienteering Centre, Glenmore Lodge, Aviemore will normally only be occasional and will be as dictated by the work programme. The work programme may require some evening and weekend work - time may be taken in lieu. The working days should be agreed in advance with the SOA Board (through the President) and should aim to provide a consistent and known timetable to help improve contact and communications.

Travelling and other expenses will be paid at the current SOA rate for agreed expenses from base of work.

The Professional Officer will agree a work programme with the SOA Board (through the President), 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 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.

The SOA reserves the right to make reasonable requests to the post-holder to undertake additional work as required.

If suitable and willing volunteers are available the SOA may re-allocate some of the Professional Officer roles to volunteers. Examples include the management of databases or web-sites.