



## Chief Operating Officer: Job Description

**Appointed by:** SOA President

**Period of tenure:** 2 years in the first instance, with opportunity for extension

**Hours of work:** 2.5 days per week

**Place of work:** At the SOA office, National Orienteering Centre, Glenmore Lodge: however, some flexibility over home working might be exercised

**Reporting to:** The SOA Board of Directors (who are also Trustees of the charity).

### Overall Aim

Provide leadership to the staff of the SOA in operational matters and strategic support to the Board of the Scottish Orienteering Association across a range of areas, including governance. Taking the organisation forward on a day-to-day basis, using best practice to achieve the objectives set out in the Strategic Plan 2016-2020 through the implementation of annual and project plans.

### Specific duties and responsibilities

#### Planning and organisation

- Work at a senior level with key partners to create initiatives to help the growth of the sport
- Take a leading role in the creation, implementation and review of annual and project-specific operational plans and reporting on outcomes
- Maintain a monitoring system to demonstrate performance against KPIs and targets

#### Management

- Lead and manage the day-to-day governance of the organisation.
- Liaise with SOA staff in the management of the company's office
- Act as Company Secretary, Child Protection Officer and Data Protection Officer
- Be accountable to the Chair of the Board for the day-to-day business of the SOA.
- Maintain an appropriate and up-to-date set of policies, e.g. HR, Safeguarding in Sport, data protection, financial, IT, health and safety, risk, equality and diversity.
- Manage staff recruitment
- Support the Finance Director in the development, implementation and monitoring of the budget and financial operations

#### Communication and reporting

- Maintain contact on a regular basis with the Chair of the SOA Board
- Report to the Board regularly on the operations of SOA
- Liaise with staff to develop good methods of communication within the organisation and between SOA, its members and clubs, its volunteers and external bodies, such as **sportscotland**, local authorities, sponsors and other partners
- Lead and manage reports to **sportscotland**, Companies House, OSCR and other external partners.
- Lead on developing and maintaining an effective IT system.

## Relationships

- Act as the public face of the SOA at conferences, sponsors' events, marketing events and with the media as required and, if necessary, represent the President in this capacity.
- Represent the SOA at business meetings with funding agencies, sponsors, British Orienteering, **sportscotland**, Scottish Sports Association, OSCR and other partners.
- Responsible for the line management of Staff team members
- As the lead operational member of staff the COO will be expected to develop strong working relationships with the wider membership and key volunteers.