

Job Description - Operations Director



Period of tenure: 3 years; renewable in accordance with SOA Articles

Reporting to: The SOA Board

Appointment: can be co-opted by the SOA Board as soon as possible, then appointed by the SOA membership at next AGM in May 2018. This is a voluntary position.

*For further information and applications, please contact Dr Roger Scutton,
president@scottish-orienteering.org.uk*

Overall Aim

- Provide strategic leadership and have oversight of the day-to-day events and activities of the SOA and its affiliated clubs in the sport of orienteering in Scotland.
- Highlight to the SOA Board any operational opportunities or risks.
- Act as a Trustee of the SOA Charity.

Specific duties and responsibilities

- Liaise with SOA staff, especially the Events Manager and Education Officer, to ensure the delivery of:
 - Appropriate land access for the development of orienteering
 - Procurement and management of mapping and maps as relevant to SOA
 - Procurement and management of any equipment required for SOA activities or events
 - Procurement and management of electronic systems as relevant to SOA
 - The practical delivery of international and GB events in Scotland
- Recruitment, training and support of coordinators and other volunteers who have roles within operations
- to work closely with the Chief Operating Officer to ensure appropriate procedures within the SOA and clubs relating to Safeguarding Children in Sport
- The implementation of the British Orienteering Rules of Orienteering and other relevant standards
- In collaboration with The Fixtures Secretary and the Competitions Coordinator:
 - Ensure an appropriate annual programme of fixtures and competitions across Scotland
 - Review and adjust competitions and guidelines when needed
- Uphold the aims and objectives of the SOA Charity.

Pro-forma for reporting

- Future plans, incorporated into the SOA's Annual Plan.
- Reports to each Board meeting under the headings: points for information, points for discussion and or decision, progress on Actions.
- As and when appropriate, strategic reports to the Board on achievements, opportunities, risks in the area of operations.