



Director of Operations

Job Description

Outline of Responsibilities

A time commitment of 4 Board meetings per year, these are usually hosted on a Saturday and take place in Perth. Some time spent liaising with clubs and members on event matters, and developing policies, rules and regulations that govern the day to day operations of the sport.

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.

Specific 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, event equipment and electronic systems as relevant to the SOA
- The practical delivery of GB and international events in Scotland
- Recruitment and training of coordinators and support volunteers to assist at events and activities
- The implementation of the British Orienteering Rules of Orienteering
- In collaboration with the Fixtures Secretary and Competitions Convener:
- Ensure an appropriate annual programme of fixtures and competitions across Scotland

Person Specification:

Essential

- An in-depth knowledge and understanding of orienteering
- Excellent interpersonal and collaborative skills
- A proven ability to implement operational decisions
- Experience of managing a budget

Desirable

- An understanding of volunteer recruitment, development and reward needs
- An appreciation of technological development in orienteering

Scottish Orienteering Association, www.scottish-orienteering.org

Registered in Scotland (No. SC334748), National Orienteering Centre,
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