

Scottish Orienteering Association

Regional Development Officer North: Job Description



Period of tenure: Fixed term of 1 year, with possibility of extension

Hours of work: 17.5 hours (2.5 days) per week

Geographical area of work: Scotland: North

Please send applications to the Chief Operating Officer, Stef.Lauer@scottish-orienteering.org

- deadline for applications is 5pm, October 18th 2017.

Aims

- Work with clubs to increase participation and club membership in line with SOA targets;
- Support clubs to achieve a mark of accreditation;
- Promote, publicise and market the sport of orienteering.

Specific duties

- Support SOA clubs to enable them to create and deliver a Development Plan with the aims of increasing participation and club membership, and achieving a mark of accreditation, in accordance with the SOA Strategic Plan;
- Identify potential focus clubs that merit closer support to deliver membership growth by ensuring sustainable enhancements to capacity, governance and school-club links, which might include the appointment of a Club Development Officer;
- Identify appropriate club accreditation schemes, and support clubs that do not have a mark of accreditation to obtain such a mark, including having appropriate policies and procedures;
- Facilitate the dissemination of best practice amongst clubs;
- Scope out opportunities for development projects and productive partnerships, such as with other sports, outdoor groups, school networks, trusts and agencies;
- Maintain a comprehensive, relevant knowledge base, including being a point of contact for Community Sports Hubs, Active Schools and funding streams;
- Support clubs to carry out an active advertising campaign for local events with schools, parent groups and other community groups who might be attracted to orienteering;
- Maintain close contact with local media, invite them to significant events/activities and regularly submit articles to their publications; maintain a social media presence;
- Contribute to monitoring and evaluation of programmes to demonstrate achievement in growth, working closely with the COO, Education Manager and Development Director;
- Undertake other activities as directed by the SOA.

Regional Development Officer: Person Specification

The SOA is looking for an enthusiastic person who meets the following criteria:

Essential criteria:

- Highly motivated and able to work both in collaboration with clubs and independently;
- Understand the role of professional staff within a membership-driven and substantially volunteer-run organisation;
- Have a friendly, responsive and professional attitude towards SOA members, and members of the public and agencies enquiring about orienteering in Scotland;
- Have a full current driving licence and appropriate insurance;
- Have good basic IT skills;
- Live, or be prepared to live, adjacent to the areas of work;
- Be able to work flexible hours, if required.

Desirable criteria:

- Hold a relevant sports development qualification;
- Have working knowledge of the sport of orienteering;
- Have good project management skills.

Other information

Salary range: £18,000 to £22,000 per year, depending on experience and prorated for 2.5 days/week

Working from home, but welcome at the National Orienteering Centre (“hot desk”).

Start date: as soon as possible.