

Regional Development Officer : East Area

Job Description

Appointed by: SOA President, on behalf of Board, via interview panel

Period of tenure: 2 year contract.

Hours of work: 2 days per week

Place of work: This post be home working under the current restrictions. There may be the option of utilising office space within sportscotland offices in the future. There will be a requirement to attend National Orienteering Centre based at Glenmore Lodge, Aviemore for staff meetings and training once we are permitted to do so. This role will require travel, the successful candidate must have access to their own car.

Reporting to: SOA Chief Operating Officer, acting as Line Manager, and Development Director

Remittance: £21,000-£23,000 FTE dependent on experience. Home-based staff will be given contribution towards phone and internet costs.

Application Closing Date: 31st January 2021. Applications should be made by submitting a CV and covering letter outlining suitability for the role to Fiona@Scottish-orienteering.org

Interview Dates: Interviews will take place the week commencing 15th February 2021.

Role Outline:

- Work to support clubs to ensure their sustainability, to grow participation and develop a network of local volunteers to support the ambitions of the club,
- Create and sustain partnerships to enhance the provision of orienteering in the East Region
- Work collaboratively with clubs and volunteers to sustain junior orienteering pathways and development opportunities
- Promote, publicise and market the sport of orienteering.

Specific duties

- Support East Area clubs to enable them to create and deliver a Development Plan with the aims of offering high quality orienteering opportunities in the region 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;
- 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, Coaching & Volunteering Officer 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 IT skills, working knowledge of video conferencing packages and some experience in contributing on online material;
- Have working knowledge of the sport of orienteering
- Be able to work flexible hours, if required.

Desirable criteria:

- Live, or be prepared to live, adjacent to the areas of work;
- Hold a relevant sports development qualification;
- Have relevant qualifications in the sport of orienteering;
- Have good project management skills.

This post would suit a motivated individual passionate about driving forward development within the sport of orienteering.

Should you have questions about the role please do contact Fiona@scottish-orienteering.org