



# Forth Valley Orienteers

Orienteering at the Heart of Scotland

## We're Hiring!

### **Forth Valley Orienteers (FVO) Club Development Officer (CDO)**

Would you like to work for the UK's most successful orienteering club? Are you passionate about orienteering development? Then please read on....

FVO was British Orienteering Club of the Year in 2019. We are a ClubSport Stirling Charter club with over 200 members, many of whom are experienced and committed volunteers. We are current holders of the UK club competition, the CompassSport Cup. Our athletes are members of the national junior, senior and veteran teams, including World Championships teams of several nations. FVO relies on club volunteers with experience to provide training and other activities, and to plan and organise events. We have an ambitious 4 year strategy in place to develop the club by introducing more people to the sport, increasing our volunteer base, and offering more opportunities for all members to develop their skills.

### **Summary of Role**

We require an enthusiastic part-time development officer to extend, coordinate and support our programme of volunteer-led activities, including introductory sessions in the local community and mentoring volunteer officials. The emphasis is on making our events regular, local, friendly and supportive. Through this program, the club will attract and retain more new members, increase participation in the sport and develop our volunteer base.

### **Objectives**

The primary objectives of the role are to achieve increases in the active club membership, in provision of opportunities to go orienteering, and in participation numbers.

The impact of achieving these objectives upon the revenue of the club is anticipated to make it possible for the Development Officer role to continue sustainably in the future.

### **Background**

Forth Valley Orienteers have had a Club Development Officer since 2017 on a 1 day a week basis. The role has been a success for the club and we have taken the opportunity of a change in personnel to secure funding to expand the role to 2 days a week. We are very grateful to National Lottery Awards for All and the Orienteering Foundation for their support.

Due to the restrictions caused by covid the role will continue as a 1 day a week role until we are able to hold large events again due to the financial revenue needed to sustain this role into the future. We anticipate this being in the second half of 2021.

## **Detailed Job Description / specific duties**

The Development Officer will carry out tasks that fulfill the Objectives of the role and will vary based on the strengths of the individual holding the post. The exact tasks will be for agreement with the FVO President and Committee and are expected to include some/all of the following:

- Be a friendly and well-known contact for FVO members of all levels of experience, and seek to encourage high levels of participation from club members.
- Focus on increasing membership in our 5 'hubs' of Linlithgow, Falkirk, Stirling, Dunblane and Callander, where there is already (or we will develop) a concentrated orienteering membership
- Creation of a schools/junior league in Stirling based on the success of the South Yorkshire Orienteers league.
- Encourage participation in orienteering in these hubs through developing relationships with community groups, and through effective advertising.
- Coordinate a programme of regular local events in the hubs.
- Be a first contact for new participants to orienteering, presenting a knowledgeable, welcoming and friendly persona.
- Coordinate a clear development programme, including training and mentoring for club volunteers to acquire qualifications and experience.
- Coordinate a clear coaching and development programme for new and existing members that allows progression at all levels of skill.
- Support existing club coaches within the above program.
- Network with the Scottish Orienteering Association, other clubs and similar organisations, eg Active Stirling, to develop best practice, improve the image of orienteering and share knowledge & resources.
- Undertake other activities as required by FVO.

## **Working arrangements and remuneration**

The CDO will work on a self-employed basis. It is envisaged that the contract for services will be for £5,000 / year initially, rising to £10,000 / year once covid restrictions have been lifted. It is estimated that delivering the objectives may require the CDO to work for an average of 1 days per week per year (excluding travelling time) initially, rising to 2 days per week once covid restrictions have been lifted. However, the CDO will be expected to vary their working hours as required to deliver the project objectives.

The CDO position is a cornerstone of FVO's 4 year strategic plan and hence the CDO position is expected to be maintained over the long term. The CDO service contract will be for one year initially. Subject to mutual agreement, the contract will continue on the basis of satisfactory delivery of outcomes and will be offered on a year by year basis. Either party will be able to end the contract on one month's notice period.

The role will require working from home, with significant local travel and on-site work. Own car transport and UK Driving licence essential. No travel expenses will be paid in connection with normal activities (e.g. arranging local training sessions).

## Your skills and experience

FVO are looking for a self-motivated, proactive, organised and passionate orienteer with experience of planning and organising successful orienteering events. As an ideal candidate, you will have the following skills and experience:

### Essential criteria

- Demonstrated ability to work in collaboration with club members and independently
- Good project management skills
- A friendly, responsive and professional attitude towards club members, and members of the public and other organisations
- An excellent working knowledge of the sport of orienteering
- A full current UK driving licence, a car, and appropriate insurance for business use
- Excellent verbal and written communication skills
- Good administrative IT skills (e.g. Microsoft Office, or equivalent; web content editing and use social media to market the club and its activities)
- Experience with orienteering software (OCAD; Condes and/or Purple Pen; Autodownload/SITiming)
- Based in the area local to the club

### Desirable criteria

- Orienteering coaching qualification
- An excellent working knowledge of orienteering at beginner and junior levels
- A relevant sports development qualification
- Qualification to deliver Teaching Orienteering Part 1 courses
- 1st Aid qualification
- Good availability on Saturdays or Sundays throughout the spring (Mar-Jun) and autumn (Sept-Nov) seasons. Available for some evening sessions or meetings too

### Organisation Structure

The CDO will report to the FVO President and the two will meet on a regular basis – at least monthly – to review activities, achievements, ideas, plans, need for support, etc. The CDO will provide a monthly briefing to the FVO Committee.

Further progress reports may be required for the grant funders.

### Enquiries and Applications

Informal enquiries can be made to the FVO President Jon Cross ([president@fvo.org.uk](mailto:president@fvo.org.uk)) or FVO Treasurer Andy Llewellyn ([treasurer@fvo.org.uk](mailto:treasurer@fvo.org.uk)).

To apply, send a CV with covering letter and names/contact details for two referees to Jon Cross ([president@fvo.org.uk](mailto:president@fvo.org.uk)).

**Closing date for applications is Monday 10 May 2021.** Interviews will be held in the Stirling area - or virtually as appropriate - and are expected to take place w/c 17 May 2021.