

## Kickstart funded: Club Support Officer

Contract: 6Months contract, 25hours per week

Salary: National Minimum Wage plus National Insurance and Pension Contributions

Closing Date: 30<sup>th</sup> June 2021

Applications should be submitted via your work coach. If you have questions about the role please contact [info@scottish-orienteering.org](mailto:info@scottish-orienteering.org) . This position will require PVG registration, this can be organised through Scottish Orienteering but employment will be based on successfully obtaining a PVG registration to work with young people.

### Role Outline

The Club Support Officer will work with an identified club and within a geographical area, with support of the Regional Development Officer, to create opportunities to raise the profile of orienteering and also increase participation. We are looking to give someone the opportunity to extend their existing sport development or coaching experience into orienteering and to inspire individuals and families to participate in our sport. You will work with club volunteers to promote opportunities, create pathways and develop partnerships locally that will enhance the sport and the club. You will work as part of the development team and be expected to attend weekly (virtual) meetings to update on project progress and hear of the other development work going on nationally. As a small Governing Body you will frequently be asked to contribute to wider team projects and the delivery of key events.

You will support the club in the development and delivery of their Club Development Plan which may involve seeking funding to achieve their objectives. You must be computer literate and able to communicate professionally both orally and written. We can offer training opportunities with Introductory Orienteering skills, in the use of SmartPhone orienteering software and also key sports development skills to enable you to fulfil the role and provide support to the club.

### Preferred Skills and Experience

- We are looking for someone who is passionate about sport and seeing people develop through sport.
- Ideally the candidate would have some experience or qualification in sports coaching or sports development.
- Experience working with sports clubs and volunteers is advantageous.
- First Aid qualification is an advantage but not essential.
- We are looking for some who can work independently as well as part of a team.