

Coaching & Volunteering Officer

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

Period of tenure: 31st April 2024 (subject to funding)

Hours of work: 3 days per week

Place of work: This post will offer home working but there will be a requirement to regularly attend meetings which may require some travel within Scotland

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

Remittance: £17,000. Home-based staff will be given contribution towards phone and internet costs.

Application Closing Date: 7th December 2021

Role Outline

Develop and co-ordinate the programme of educational opportunities for coaches, teachers, event officials, volunteers and club officials to meet the needs of the sport in Scotland.

Main Duties

Embed a coaching culture within the sport through work with clubs, coaches and volunteers

Constantly review and update course programme, content, delivery mechanisms

Manage tutor workforce

Support our network of volunteers within orienteering to maintain motivation and provide development opportunities. Work with SOA staff, Directors and clubs to identify needs and use innovation to best meet the needs of the sport.

Roles and responsibilities

- regularly review course content and delivery mechanisms, explore alternatives
- create, coordinate and communicate an effective programme of CPD opportunities for coaches and volunteers to undertake throughout the year. This will include the maintenance of coaching and resources section on the SOA website.

- liaise with partner organisations eg. sportscotland, SQA, British Orienteering, Glenmore Lodge to maintain a good working relationship and understand opportunities for collaboration
- undertake a comprehensive administration system for course delivery and maintain an accurate database of coaches qualifications
- calculate budgets, develop promotional material and publicise courses
- compile course materials and liaise with tutor on needs of courses
- create and manage projects to inspire new coaches, volunteers and young leaders to engagement with learning and development opportunities
- work in collaboration with SOA staff, Directors and clubs to assess ongoing needs of coaches and volunteers and how best to support them. Work with SOA Development Team on the delivery of specific projects
- work to enhance our network of tutors
- Communicate effectively with our tutor workforce and active coaches, distribute information when required
- explore opportunities to enhance our offer of training and development to young people in orienteering. Communicate effectively with young people to advertise opportunities and adapt delivery to their needs
- explore online platforms for future delivery of courses and sharing resources

This post would suit a motivated individual passionate about driving forward coaching and volunteering opportunities within the sport of orienteering.

Should you have questions about the role please contact Chief Operating Officer, Fiona@scottish-orienteering.org