

Events & Operations Manager

Job Description

Period of tenure: 31st September 2024

Hours of work: 4 days per week. There may be scope to increase this post to full time in lead up to WOC2024. The successful candidate will be contracted for 2 days work on SOA related business and outcomes and will work 2 days on behalf of the Scottish 6 Days Company. There will be flexibility required within the work pattern comprising the 4 days and the successful candidate will need time management and task prioritisation skills.

Place of work: Home working with an expectation that travel within Scotland will be required. The successful candidate will be required to have access to a car to fulfil the needs of the post.

Reporting to: SOA Chief Operating Officer, acting as Line Manager, and Operations Director. This role will also report to Scottish 6 Days Board.

Remittance: £30,000 FTE dependent on experience. Home-based staff will be given contribution towards phone and internet costs.

Applications should be made by submitting a CV and covering letter outlining suitability for the role to Fiona@scottish-orienteering.org

Role Outline:

- Lead on fulfilling the SOA strategic objectives to co-ordinate and support a balanced calendar of fun, inclusive and high quality events
- Maintain and strengthen strategic partnerships with Forestry & Land Scotland, Capercaillie Scotland, British Orienteering (on access and events). Ensuring partnership agreements are up to date and relevant for the needs of the sport moving forward.
- Work closely with the SOA Operations Director to offer opportunities to maintain the quality of organisers, controllers and planners in Scotland to safeguard the future of events.
- Offer advice and expertise on best practise of event presentation and promotion
- Provide, where appropriate, clubs and mappers advice on data and software
- Create a mechanism for event feedback to allow the SOA to continually improve its quality and standard of events on offer
- Provide support to organisers of Championship events in Scotland on the presentation of event and the awarding of trophies/medals

- Maintain the SOA map database and provide a contact point for clubs on access queries. Providing support where required.
- Operate as the assistant events coordinator for Scottish 6 Days, offering administration and expertise to ensure a high quality delivery of the event on an biennial basis.

Events and Operations Manager : Person Specification

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

Essential criteria:

- Highly motivated and able to work independently and in collaboration with clubs and volunteers;
- 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 an in-depth working knowledge of the sport of orienteering, specifically in areas of controlling, planning and mapping
- Be passionate about the delivery of high quality events
- Offer a diplomatic approach to challenging situations and excellent partnership working skills
- Be able to work flexible hours, if required
- good communication, team work and networking skills

Desirable criteria:

- Relevant qualifications in the sport of orienteering;
- Good project management skills;
- Experience in the delivery of orienteering events
- Experience working with the media
- Good working knowledge of social media and events promotion

This post would suit a motivated individual passionate about driving forward our ambitions to host high quality events within the sport of orienteering.

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