

# Development Officer

## Job Description

**Period of tenure:** 31st April 2024

**Hours of work:** 2 days per week (there may be an opportunity to increase the hours of work, pending funding being secured)

**Place of work:** Home working with an expectation of travel to attend occasional meetings and events across Scotland but willingness to travel within the east of Scotland (Borders, Lothians, Fife) will be a requirement. The successful candidate must have personal access to a car.

**Reporting to:** SOA Development Manager

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

**Closing Date for Applications:** 22<sup>nd</sup> December 2021

Applications should be made by submitting a CV and covering letter outlining suitability for the role to [Fiona@Scottish-orienteering.org](mailto:Fiona@Scottish-orienteering.org)

## Role Outline

- Embed a positive development culture within the sport through working proactively with clubs, coaches and volunteers
- Create and sustain partnerships to widen participation opportunities and develop the sport
- Work closely with clubs to understand and support their needs to be sustainable and thriving
- Promote, publicise and raise the profile of orienteering

## Specific duties

- Support clubs in the East Region to create and deliver a development plan with the aims of: developing existing members (as athletes and volunteers), facilitating pathways for new members into the sport and offering high quality orienteering opportunities, in line with club objectives and with reference to the SOA strategic plan
- Identify and develop partnerships and pathways to offer grassroots opportunities to introduce the sport of orienteering and facilitate introductory activity through course provision
- 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;
- Contribute to WOC2024 legacy projects and planning ensuring this unique opportunity is capitalised upon
- Embed a culture of positive development practises and a coaching culture within the clubs, with support from the SOA Coaching and Volunteering Officer
- Undertake other activities as directed by the SOA.

## 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 and independently;
- Be a team player within a small staff team
- 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 to 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 East area of Scotland;
- Hold a relevant sports development qualification;
- Have relevant qualifications in the sport of orienteering;
- Have good project management skills
- Experience of partnership working

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](mailto:Fiona@scottish-orienteering.org)