

Development Officer

Job Description

Period of tenure: 31st April 2024

Hours of work: 3 days per week

Place of work: Home working with an expectation of travel to attend occasional meetings and events across Scotland. There will be travel across the North region required to undertake role duties including Aberdeen, Aberdeenshire, Moray and Highland. The successful candidate must have personal access to a car.

Reporting to: SOA Development Manager

Remittance: £25,255 FTE dependent on experience. Home-based staff will be given a contribution towards phone and internet costs.

Closing Date for Applications: 20th April 2022

Applications should be made by submitting a CV and covering letter outlining suitability for the role to 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 North 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 North 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