

Applications are invited for a Chief Operating Officer at the Scottish Orienteering Association

We are looking for a new Chief Operating Officer to join the Scottish Orienteering Association at an incredibly exciting time for the organisation as we build towards the World Sprint Orienteering Championships in Edinburgh in 2024. The role provides a great opportunity to provide leadership developing and delivering the sport. The post is part time, 4 days per week and can be largely home based with occasional visits to our national office at Glenmore Lodge, Aviemore. A competitive salary will be offered to the right candidate.

Applications, comprising a covering letter indicating how you meet the candidate specifications and a recent CV, by email to the President of Scottish Orienteering, Richard Oxlade, at president@scottish-orienteeing.org headlined "COO application Private and Confidential". Applications close on Tuesday 10th January with interviews planned for the following week. If you think you have the skill and experience to take a leadership role in our sport we'd be delighted to hear from you.

The Scottish Orienteering Association

The Scottish Orienteering Association (SOA) is the national governing body of orienteeing in Scotland. It is a company limited by guarantee and a registered charity. At present there are nine volunteer Directors on our Board (who are also Trustees of the charity), six paid staff and a membership of ca. 1500.

The Scottish Orienteering Association is one of 12 regional or national associations in the UK. The umbrella organisation for these associations is British Orienteering, but in Scotland significant funding comes from **sportscotland** who strongly support the development of orienteeing. Scotland is an outstanding venue for orienteeing in the UK. In 2015 the World Orienteering Championships took place in Scotland, in 2016 we hosted the Junior European Cup, and in 2024 we will be hosting the World Sprint Orienteering Championships in Edinburgh. Every second year we host a major, multi-day international event that attracts thousands of participants from across the world. Scotland is, therefore very well connected to international orienteeing.

There are 18 open orienteeing clubs in Scotland located across the country and 5 closed (university and armed services) clubs. Volunteers from within clubs manage their club, organise events, plan courses, provide quality control, create the social side of the sport, coach and take on various volunteer roles at the SOA level.

Much of the work of our employees involves supporting development of clubs and the sport. This includes managing national land access, running development projects and courses for volunteers who want to grow their skills in organising, planning, controlling or coaching, and support for clubs more directly. The staff team also have an important role in the governance and administration of the sport in Scotland.

Job Description

Overall objectives

Provide strategic and operational leadership support to the Board of the Scottish Orienteering Association (SOA), who are also trustees of the charity. Take the organisation forward on a day-to-day basis to achieve the objectives set out in the 2020 - 2024 Strategic Plan through the implementation of annual and project plans. Provide support to the board in all matters of governance. Lead the SOA staff team in the delivery of their targets and objectives.

Specific duties and responsibilities

Governance & management

- Support the SOA board by leading on effective governance of the organisation including being responsible as the Lead Child Protection & Welfare Officer & acting as Company Secretary.
- Maintain an appropriate and up-to-date set of policies, e.g. HR, Safeguarding in Sport, GDPR, financial, IT, health and safety, risk, equality and diversity.
- Report to the Board regularly on the operations of the SOA, e.g. at Board meetings.
- Lead and manage reporting to **sportscotland**, Companies House, OSCR and other external partners.
- Support delivery of constitutional requirements e.g. AGMs
- Lead the SOA staff team with accountability for delivery of the SOA's day-to-day business and annual plans and responsibility for HR and recruitment.

Strategy, planning and performance management

- Take a leading role in the development, implementation and review of strategic, annual and project-specific plans.
- Support the Finance Director in the development, implementation and monitoring of financial plans.
- Maintain a monitoring system to report outcomes against KPIs and targets.

Communication

- Maintain good methods of communication within the organisation and between SOA, its members and clubs, its volunteers and outside bodies, such as **sportscotland**, Glenmore Lodge, Children's 1st, local authorities, sponsors.

Relationship management

- Act as the public face of the SOA at conferences, sponsors' events, marketing events and with the media as required.
- Represent the SOA at business meetings with funding agencies, sponsors, British Orienteering, **sportscotland**, Glenmore Lodge, Scottish Sports Association, OSCR and other partners.
- Develop strong networks and working relationships with the clubs, the wider membership and key volunteers.
- Work at a senior level with key partners to create initiatives to grow the sport.
- Develop partnerships to raise sponsorship income.

Terms

- Contract: 2 years, with the opportunity for extension.
- Hours: 4 days per week.
- Salary: to be agreed
- Place of work: Working from home plus regular face to face meetings
- Line manager: SOA President.

Chief Operating Officer: Personal Attributes

Qualifications and attainment

Essential:

- Educated to degree level/ appropriate professional qualification/ relevant experience.
- Current driving licence and access to a car.

Desirable:

- Knowledge of orienteering.
- An understanding of office operations to run a membership organisation.

Work and other experiences (employed or voluntary sector)

Essential

- Minimum of two years successful management or senior administrative experience.
- Proven experience of converting ideas into deliverable outcomes.
- Experience of strategic planning, delivery and performance management.

Desirable

- Experience of working with a voluntary Board of Directors, committees and volunteers.
- An understanding of the requirements and role of a charity.
- Knowledge of roles and responsibilities of a Sport Governing Body.
- Experience of raising funds for project work.
- Experience of marketing techniques.
- An understanding of financial processes.

Skills

Essential

- Able to build effective relationships with internal and external partners.
- Ability to manage budgets.
- Evidence of research, analytical and decision making skills.
- Sound organisational and planning skills.
- Competent IT skills.
- Excellent team working skills.

Desirable

- Knowledge of sports development in Scotland and UK.
- Demonstrable negotiating skills.
- Sound business principles that can be applied to the implementation of programmes.

Personal qualities

- Demonstrable interpersonal and communication skills.
- Ability to work with others, motivate and provide direction and influence.
- Versatility and creativity.
- Ability to demonstrate confidence, empathy, enthusiasm and initiative.
- Vision and drive to achieve corporate objectives.
- Willingness to undertake flexible working hours including occasional weekends