

Senior Development Officer

We are seeking a highly motivated individual to join our SOA Development Team as a Senior Development Officer on 3.5 day a week basis. This is an exciting time to join our team as we look forward to maximising the opportunity of hosting World Championships 2024 in Edinburgh and raising the profile of our sport over the next few years.

Job Description

Period of tenure: 31st August 2025

Hours of work: 3.5 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 meetings and events across Scotland but willingness to travel will be a requirement with attendance at National Orienteering Centre based at Glenmore Lodge, Aviemore for staff meetings and training. The successful candidate must have access to a car.

Reporting to: SOA Chief Operating Officer

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

Closing Date for Applications: 7th September 2023

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

Interview Dates: Interviews will take place the week commencing 18th September 2023.

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

- Work as part of the development team in fulfilling the development portion of the Scottish Orienteering Association Annual Plan and SportScotland targets

- Support clubs 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 Manager: 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.

Desirable criteria:

- 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 nikki@scottish-orienteering.org