

Events and Operations Manager

Job Description

Period of tenure: 31st August 2025

Hours of work: 4 days per week. 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 in connection with the Scottish 6 Days Event and 2024 World Orienteering Championships (WOC) in Edinburgh. 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 the SOA 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.

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

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 and other staff members 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 and publicity of events, the awarding of trophies/medals and recognition of volunteer/ club involvement

- Maintain the SOA map database and provide a contact point for clubs on access queries. Providing support where required.
- Operate as the Assistant Event Coordinator for Scottish 6 Days, offering administration and expertise to ensure a high quality delivery of the event on an biennial basis.
- Operate as the Assistant Event Director for WOC 2024, offering administration and expertise to ensure a high quality delivery of the event and providing support to the Event Director and other members of the Organising Team.

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 of 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 nikki@scottish-orienteering.org