

Coaching and Volunteer Officer Role

Do you have a passion for coaching and developing a volunteer workforce?

We are seeking a new Coaching and Volunteer Officer to lead the planning and delivery of our annual volunteer development programme for coaches, event officials, volunteers and club officials.

This role makes a vital contribution to delivering the [Scottish Orienteering Strategy](#) through building the skills and capacity needed to promote and develop orienteering in Scotland. Volunteers are at the heart of everything we do, whether putting on events, introducing new members to the sport or providing fulfilling lifelong opportunities for club members.

Core Responsibilities

- Provide proactive support for the network of volunteers across Scottish Orienteering, engaging regularly with them to identify needs, and inspire and motivate their development
- Lead the development and delivery of a coherent annual course programme for volunteer development (coaches, event officials, volunteers and club officials), ensuring quality opportunities for all across the SOA [Lifetime Pathways](#)
- Ensure effective marketing of development opportunities, and other communications to audiences as appropriate. Contribute to the SOA website (particularly to develop the coaching and resources section)
- Ensure high-quality course content, delivery and administration, and manage the freelance tutor workforce
- Work with clubs, coaches and volunteers across Scotland to embed a coaching culture within orienteering
- Engage regularly with tutors/assessors and volunteer trainers to review and update course content and delivery mechanisms, innovating where appropriate.
- Build and maintain productive working relationships with partner organisations (e.g., sportscotland, British Orienteering and Qualifications Scotland)
- Work collaboratively with SOA colleagues, Board members and volunteers on the delivery of specific projects as required

Job Description

Period of tenure: 30th March 2029

Hours of work: 3 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, training and events across Scotland but willingness to travel will be a requirement with attendance at National Orienteering Centre based at Glenmore Lodge, Aviemore or other designated location for staff meetings and training. The successful candidate must have access to a car.

Reporting to: SOA Chief Operating Officer

Remittance: £28,500 FTE dependent on experience.

Closing Date for Applications: 31st January 2026

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

Coaching and Volunteer 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 orienteeing 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 orienteeing;
- Be able to work flexible hours.

Desirable criteria:

- Hold a relevant sports development qualification;
- Have relevant qualifications in the sport of orienteeing;
- Have good project management skills
- Experience of partnership working

Should you have questions about the role please contact nikki@scottish-orienteeing.org