ADVERTISEMENT

TAYSIDE ORIENTEERS CLUB DEVELOPMENT OFFICER (CDO)

Overview

Do YOU want to play a pivotal role in growing one of Scotland's longest-established orienteering clubs? Backed by successful investment from the SportScotland Club Support Programme, Tayside Orienteers (TAY) is seeking an energetic, self-motivated Club Development Officer (CDO).

Position Type: Employed by Scottish Orienteering Association.
Location: Home-based with an expectation of travel to attend meetings, events and agreed activities across the club's catchment area (Perth & Kinross, Dundee and Angus)
Hours/Remuneration/Duration: 15 hours per week, for 3 years, to be worked flexibly, including weekend working.
Salary: £12,480 per annum, based on £31,200 FTE. Pension and Annual Leave entitlement
Start date: As soon as practically possible.
Reporting To: Club Chair, who will line-manage the successful applicant

Role Purpose

The post-holder will grow TAY's participation and membership, develop its activities and programme, stimulate volunteer participation, promote the club and develop partnerships with relevant organisations. A detailed Job Description is attached.

The Opportunity

This vacancy presents an opportunity for the right candidate to promote orienteering throughout Tayside, by supporting TAY's existing and planned programme of activities, and to strengthen the club's capacity, membership, profile and impact. The work will be consistent with TAY's Club Development Plan. Work will initially focus on maximising opportunities presented by the imminent Scottish 6 Days of Orienteering 2027 in Perthshire.

What You Will Do

Plan and deliver community and group taster sessions, alongside dedicated local events.

Support TAY's work with our existing members and volunteers to make sure newcomers feel supported, safe, and integrated into our regular activities.

Enhance TAY's profile by, for example, highlighting opportunities, activities and news via TAY's existing social media channels

Provide clear records of participant numbers, session feedback, and event sign-ups to help TAY to measure success and report back on our SportScotland milestones.

Who We Are Looking For

Someone who can work independently, is IT-conversant, can manage their own schedule, and can co-ordinate logistics for local outdoor sessions.

An outgoing individual who can enthusiastically champion the benefits of orienteering to families, local groups, and volunteers.

A team player, ready to collaborate with our volunteers and committee.

Someone who is fully compliant with PVG checks and other mandatory training, as required by Scottish Orienteering (e.g. CWPS (essential) event safety (essential), First Aid, (desirable) etc). Where a candidate is lacking these requirements, the club and Scottish Orienteering will support the successful candidate to obtain them.

The ideal candidate would be an orienteer and member of BO (British Orienteering) with a working knowledge of orienteering in Scotland, although non-orienteers will be considered.

What We Offer:

Pre-approved travel expenses and access to club equipment to support your activities.

Budget allocation for approved training and professional development.

A strong, welcoming volunteer committee structure to support you at every turn.

How to Apply

Please submit a CV (maximum 2 A4 pages); and a supporting statement explaining:

1: how your experience and skills meet the requirements of the role (maximum 400 words) and

2: how you would approach growing participation and membership within TAY (maximum 400 words)

Applications should be sent to secretary@taysideorienteers.co.uk by November 30 2026.

Interviews: Week commencing 14 December, 2026

For a discussion about the scope of the role, feel free to contact us directly. Alistair Duguid will be happy to respond to any questions you may have: he can be contacted on 07849 743267 or by e-mail at ra_duguid@yahoo.co.uk

Due to the limited hours and part-time nature of this position, this vacancy is not considered suitable for job-share applications.

THIS ADVERT SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING JOB DESCRIPTION