

Camps and Competitions Coordinator – Job Description

Job Title	Camps and Competitions Coordinator
Location	Flexible
Responsible to	Performance Pathway Manager
Contractual status	0.4 FTE, 2-year contract until March 2027
Salary	£28,000 – £35,000 pro-rata, dependent on skills and experience
Hours	Equivalent to 0.4 FTE, 25 days holiday pro-rata. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends.
Role Summary	The Camps and Competitions Coordinator will be responsible for overseeing the planning and delivery of the training and competition programme for athletes in the Development and Performance Squads.
Background Information	<p>British Orienteering is the national sports governing body for the sport of orienteering in the United Kingdom.</p> <p>British Orienteering's Performance Pathway has five levels, the top three of which are managed by British Orienteering staff and volunteers, led by the Performance Pathway Manager (PPM).</p> <p>The Performance Squad (Level 5) is for dedicated senior athletes focused on performing at the highest levels in World Championships and European Championships.</p> <p>The Development Squad (Level 4) is for committed athletes over 19 transitioning from competing at Junior World Championships to becoming regular members of senior World Cup teams.</p> <p>The Talent Squad (Level 3) is for junior athletes aged 15-18 who are developing their skills and aiming to compete in their first junior international competition.</p>

	<p>Two posts are being advertised at this time:</p> <p>The Camps and Competitions Coordinator will report to the Performance Programme Manager and be responsible for planning and arranging the annual programme of training camps and competitions for the Development and Performance squads.</p> <p>The Development Squad Lead will report to the Performance Programme Manager and be responsible for mentoring Level 4 athletes through regular calls, delivering squad-wide development, and providing input to the squad / team selection process.</p>
Key tasks	<p>Key tasks for the Camps and Competitions Coordinator are:</p> <ul style="list-style-type: none"> • Planning and preparing the calendar and budget for the annual programme of training camps and competitions for Level 4 and Level 5 athletes • Camps: responsible for planning and coordinating training camp logistics, in consultation with Level 5 coaches, the Development Squad Lead, and/or a nominated camp team manager – may include identifying the training camp location / dates / areas, securing access, printing maps, liaising with local clubs / organisers, athlete sign-up; some tasks may be delegated to the Performance Pathway Administrator (PPA), a camp team manager, or draw on local support (e.g. WOC/JWOC organising team) • Competitions: responsible for coordinating competition logistics – different to training camp logistics in that it primarily involves acting as the central point of contact between the PPA, Level 5 coaches, the Development Squad Lead, and any coaching / team management staff working on the competition; a high-level role that involves delegation with the primary aim being to ensure everything is in place prior to travel • Communication: of logistics to staff and athletes selected for the camp / competition; some communication tasks may be delegated to the PPA or the nominated camp / competition team manager; responsibility for athlete communication passes to the camp / competition team manager once the

	<p>camp / competition starts</p> <ul style="list-style-type: none"> • Staffing of camps and competitions: overall responsibility, in consultation with the PPM, the Development Squad Lead, and Level 5 coaches, to identify the staff and volunteers who will deliver camps and competitions • Liaison with other UK-based groups of elite orienteers, e.g. Scottish Elite Development Squad • May contribute to the planning of a long-term athlete development programme (led by the Development Squad Lead and Level 5 coaches) <p>This list of tasks is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity associated with this role and may be amended in the light of the changing needs of the Performance Programme.</p> <p>Note: attendance at all camps or competitions is not expected as part of the role, but some attendance may be required. Any attendance should be agreed with the PPM in advance to ensure that the delivery of core duties is not impacted.</p>
<p>Essential and Desirable Skills</p>	<p>Essential Skills</p> <ul style="list-style-type: none"> • Excellent organisational skills • Efficient communication skills • Experience of elite orienteering • Well-networked within UK and/or overseas orienteering • Good time management • Experience of working with multiple stakeholders • Ability to work in a team where others are remote, work part-time, or are volunteers • Ability to set and work within a budget <p>Desirable Skills</p> <ul style="list-style-type: none"> • Course planning for elite orienteering training

**General
information**

The **Camps and Competitions Coordinator** will share, with all British Orienteering colleagues, responsibility for:

- making suggestions to improve the working situation within their area of work and in British Orienteering in general
- cooperating with measures introduced to ensure there is equality of opportunity in employment and equality
- complying with all aspects of British Orienteering 's Health & Safety Policy, Safeguarding Policies (Child & Adults at Risk) and Welfare arrangements
- embracing British Orienteering's values & behaviours

To apply

Interested candidates should send a covering letter and a CV to Pippa Archer (parcher@britishorienteering.org.uk) by 23:59 on 10th February.

If you wish to discuss the role, or your eligibility for the role, prior to applying, please contact the Performance Pathway Manager Pippa Archer (parcher@britishorienteering.org.uk) for further information.

Interviews

As soon as possible after 10th February