

British Orienteering – Development Officer

British Orienteering is the national governing body for orienteering in the United Kingdom and is looking for a new member of the team.

- Location:** Home working with expectation to work from British Orienteering's Head Office in Matlock, Derbyshire, when required.
- Reports to:** Club Support Manager
- Contract:** Three days per week (Flexible days) fixed term until 31 March 2027 (the post is dependent on Sport England funding)
- Salary:** £28,000 FTE, with auto-enrolment employer contribution pension, cycle-to-work and tech schemes
- Note:** British Orienteering is also advertising for a two day a week Safeguarding officer and will consider applicants interested in taking both roles on a full time basis.

Purpose of the Role

Your role is to support and empower clubs to flourish in alignment with the Strategic Plan, focusing on lifelong Pathways. You will assist members, clubs, and associations in fostering safe and enjoyable orienteering experiences. As part of a small team, you will be responsible for delivering training to volunteers and officials, ensuring policies and procedures are current, and collaborating with partners across the sports sector to provide effective services to our members and clubs.

We seek individuals with a passion for sport and a willingness to learn. Experience in a sports or leisure organisation is ideal, and while knowledge of orienteering is advantageous, it is not essential.

You will represent British Orienteering, championing the sport and contributing to initiatives aimed at increasing participation in orienteering.

Job Description

Volunteer and Official training.

- To work with the Club Support Manager to develop an annual “lifelong pathway” delivery plan with agreed targets which reflect British Orienteering’s Strategic Plan.
- To work with the Club Support Manager to plan, develop an official and coach leadership pathway and, promote the delivery of British Orienteering’s programmes, initiatives and opportunities that will increase the number of adults and young people volunteering and qualifying as coaches, officials, and volunteers.
- Produce positive examples of good practice within British Orienteering to promote the achievements and build its reputation.

Partners

- Work with the Club support Manager to design and deliver a package of services for clubs, schools, universities, outdoor partners, youth & uniformed groups, including guidance, templates, workshops, eLearning programmes, webinars and national conferences to promote orienteering.
- Developing strong positive experience pathways and relationships for schools and university orienteering clubs to feed into orienteering.
- Work with the Club Support Manager in defining the competition & Participant pathway that encourages life-long involvement in orienteering.
- Contribute to the development of plans, reviewing and developing participation, pathway, and targeted orienteering programmes to ensure inclusive and quality orienteering opportunities in targeted areas/communities.
- Working with clubs to develop and deliver sessions for young people, which will encourage lifelong participation in sport.

- Support the Communications Officer in the effective marketing and promotion of orienteering participation pathways, programmes, courses, and events to maximise continued participation, satisfaction, and growth.
- Supporting the delivery of orienteering education and training/eLearning courses to increase the numbers and quality of local delivery.
- Provide supporting resources to develop school-club pathways and grow capacity within clubs.

Partnerships

- Work in partnership with a number of identified key stakeholders.
- Identifying and take forward, opportunities for attracting additional resources for community orienteering activities and events.
- Identifying and helping organisations access external funding to ensure the continuation of Sports and Community Development initiatives.
- Identifying ways and supporting clubs to create a more diverse and inclusive sport.

Other

- Provide regular programme and progress reports as required.
- Ensuring that orienteering programmes comply with all relevant national and local policies, good practice guides and health and safety practices.
- These responsibilities may change, and other duties added that are commensurate with the level of the post.

Person specification	DESCRIPTION
1. Qualifications	
Essential	Full Current Driving License with the ability to attend remote locations. A relevant degree-level qualification or with relevant experience in sport.
Desirable	Qualification(s) or relevant work-based experience in relation to Sport development and / or business planning experience
2. Experience	
Essential	Experience of supporting volunteering in clubs Experience of partnership working and building relationships with individuals and organisations Experience in setting goals, targets and measures, and implementing subsequent implementation plans
Desirable	Experience of working in a sports environment (paid or unpaid) Experience of supporting sports or community events Experience of supporting Coaching development Experience of using webinar software
3. Knowledge	
Essential	Knowledge and understanding of the current landscape and government/Sport England direction for sport and the British Orienteering Strategic plan 'Thriving Clubs for a New Generation' Ability to produce policies and procedures for use across orienteering.

Desirable	<p>Knowledge and understanding of the wider current sporting participation scene of the target demographic.</p> <p>Knowledge of the Sport Welfare Officers and how this network can support this role.</p> <p>Understanding of Orienteering / the role of a National Governing Body and our current competition offers.</p>
4. Skills, abilities and attitudes	
Essential	<p>Passionate about supporting clubs.</p> <p>Enthusiastic, energetic and approachable.</p> <p>Ability to support the development of Orienteering clubs</p> <p>Ability to effectively prioritise and plan one's own workload and remain outcome orientated, meeting deadlines.</p> <p>Ability to be flexible and adaptable to change</p> <p>Excellent interpersonal skills and ability to communicate effectively with a wide range of people.</p> <p>Self-motivated and able to work independently</p> <p>Excellent organisational and administrative skills</p> <p>The ability to be flexible, and adaptable in performing tasks considered commensurate with the role.</p> <p>Good IT skills including use of Microsoft Office applications</p>
Desirable	Excellent influencing skills
5. Other notes	
	<p>All employees will be expected to support the wider team when required and attend our major events.</p> <p>There will also be a requirement to attend relevant partner events as and when they occur.</p> <p>Making suggestions to improve the working situation within their area of work and in British Orienteering in general.</p> <p>Cooperating with measures introduced to ensure there is equality of opportunity in employment and equality.</p> <p>Complying with all aspects of British Orienteering 's Health & Safety Policy, Safeguarding Policies (Child & Adults at Risk) and Welfare arrangements.</p>

How to apply

To apply please enclose a CV and covering letter of no more than two pages of A4 to recruitment@britishorienteering.org.uk

Closing date: **17:00 on Wednesday 23rd April 2025.**

Interviews will take place on **Tuesday 6th & Wednesday 7th May 2025**

For more information, please contact the national office on 01629 583037 or Howard Blackman on 07768 334207

This job description is not intended to be regarded as inclusive or exhaustive and will be amended considering the changing needs of British Orienteering.