

Jan Kjellstrom 2026 - Event Coordinator

We are seeking someone to operate as the Jan Kjellstrom (JK) 2026 Event Coordinator, taking over from the interim co-ordinator to assume the leading role and overall responsibility for the administration and high quality delivery of the JK 2026 Event in terms of the British Orienteering JK Handbook whilst meeting all financial targets.

Job Description

Period of tenure: 31st October 2025 to 30th April 2026

Hours of work: 2 days per week but scope to increase hours in the run up to the event. There will be flexibility required within the work pattern and the successful candidate will need time management and task prioritisation skills.

Place of work: Home working with an expectation that travel to the location of the JK2026 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 Finance Director and The JK 2026 Steering Group.

Remittance: Dependent on experience together with reimbursement of reasonable expenses.

JK 2026 Event Co-ordinator : Person Specification

The SOA is looking for an enthusiastic person who meets the following criteria:

Essential criteria:

- Have an in-depth working knowledge of the sport of orienteering, specifically in areas of controlling, planning and mapping;
- Has had the main responsibility for organising or co-ordinating a major single-day or multi-day orienteering event;
- Highly motivated and able to work independently and in collaboration with clubs and volunteers;
- Understand the role of professional staff within substantially volunteer-run event and has the personal qualities to lead a harmonious and effective team;

- Have a friendly, responsive and professional attitude towards volunteers of the event, landowners/contractors/local authorities and any partner agencies involved with the delivery of the event and members of the public;
- 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;
- Be passionate about the delivery of a high quality event;
- Offer a diplomatic approach to challenging situations and excellent partnership working skills;
- Be able to work flexible hours;
- Good communication, team work and networking skills.

Desirable criteria:

- Good personal contacts within the SOA clubs;
- Knowledge of the areas being used for the JK 2026;
- 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;

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