

# Scottish 6 Days Perthshire 2027 - Assistant Event Coordinator

We are seeking someone to operate as the Scottish 6 Days Perthshire 2027 (Perthshire 2027) Assistant Event Coordinator, assuming the leading role and overall responsibility for the administration and high quality delivery of Perthshire 2027 and meeting all financial targets.

This will involve the following tasks:

- Finalise and seek landowner agreement in respect of areas identified for Perthshire 2027 and liaising with the Perth and Kinross Council and other authorities over the public safety and environmental aspects of the event and producing all the necessary documentation that may be required
- Work with Scottish 6 Days Board and Scottish Clubs to create a Central Organising Team to coordinate the organisation and delivery of Perthshire 2027. Ensuring through negotiation with the Scottish Clubs that suitable organisers, planners and controllers are appointed in good time.
- Negotiate with and monitor the contractors required to deliver the event in terms of the Scottish 6 Days financial policies.
- Creating an agreed overall timetable for the completion of all the main tasks from October 2025 up to and during the event and ensuring that this timetable is adhered to.
- Creating and monitoring a budget for the event in conjunction with the Central Organising Team and Scottish 6 Days Board
- Overseeing the work of The Central Organising Team and offering all the necessary advice and practical, on-the-ground support, including taking on specific tasks at the request of the volunteer. If necessary, undertaking any tasks for which there is no volunteer available.

Identify and source areas for the Scottish 6 Days 2029 event as guided by the Scottish 6 Days Board.

## Job Description

**Period of tenure:** 31st October 2025 to 10th September 2027

**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 Perthshire 2027 will be required. The successful candidate will be required to have access to a car to fulfil the needs of the post.

**Reporting to:** Scottish 6 Days Board and Scottish Orienteering Chief Operating Officer

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

## Perthshire 2027 Assistant Event Co-ordinator : Person Specification

The Scottish 6 Days Board and Scottish Orienteering Association 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 Perthshire 2027;
- 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](mailto:nikki@scottish-orienteering.org)