

Scottish Elite and Development Squad Coordinator

Role Outline

To operate as the coordinator for the Scottish Elite and Development Squad (SEDS). The role of SEDS is encourage the retention and development of young adults within the sport by providing training in a sociable environment.

SEDS has previously focussed on TD5 level training but additional funding has been sourced to allow TD3/4 training to be developed. Whilst we are not looking for the SEDS coordinator to plan such training we are looking to extend training opportunities for improvers and for any training opportunities to allow the inclusion of TD3/4 level training alongside TD5 training where possible.

This role will include the following tasks:-

Performance

- Prepare Scotland team for Senior Home International
- Prepare Scottish and Scotland based athletes for GB representation
- Make a 'team' feel, and make people proud to represent Scotland
- Offer high quality training for elite athletes

Development

- Retain ScotJOS leavers
- TD5 level support
- Regular program of training opportunities, camps and event trips
- Development of high level coaches
- Liaise with GB team, ScotJOS, universities
- Liaise with SOA Performance Director
- Provide structure for the athletes to help themselves
- Look at sources of funding
- Provide reports and content for SOA media channels and Board
- Offer opportunities for orienteers aged 20-39 to stay in the sport, including coaching trips away, and social elements
- Development of high level coaches in Scotland - getting involved with the training sessions, and coaching the athletes

Planning training session / camps

- including permissions/access, risk assessments, accommodation, travel, staffing/recruitment, planning training, delivering training (hanging, coaching)

Job Description

Period of tenure: 1st October 2025 to 30th September 2026

Hours of work: Four days a month. 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.

Reporting to: Scottish Orienteering Performance Director and Scottish Orienteering Chief Operating Officer

Remittance: Dependent on experience.

SEDS Coordinator : Person Specification

The Scottish Orienteering Association is looking for an enthusiastic person who meets the following criteria:

Essential criteria:

Highly motivated and able to work both in collaboration and independently;

- Be a team player within a small staff team;
- Understand the role of professional staff within a membership-driven and substantially volunteer-run organisation;
- Have a friendly, responsive and professional attitude towards SOA members and members of the public and agencies enquiring about orienteering in Scotland;
- Have a full current driving licence and appropriate insurance;
- Have good IT skills, working knowledge of video conferencing packages and some experience in contributing to online material;
- Have working knowledge of the sport of orienteering;
- Be able to work flexible hours;
- Good communication, team work and networking skills;

Desirable criteria:

- Hold a relevant sports development qualification;
- Have relevant coaching qualifications in the sport of orienteering;
- Experience in Condes and planning software
- Have good project management skills
- Experience of partnership working

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