

British Orienteering - Performance Pathway 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, on occasions and attend events nationally when required.

Reports to: Performance Pathway Manager

Contract: 1.5 - 2 days per week (the post is dependent on Sport England funding)

Salary: £28,000 - £32,000 FTE

Purpose of the Role

To support our international teams by managing the day-to-day administration and coordination of the Performance Pathway, training camps, and competitions, and working closely and providing support to the other staff members, volunteers, support staff, and associated committees.

Tasks may include:

- Communicating with, and collating information from athletes and volunteers
- Coordinating elements of overseas training camps and competitions, including entries, accreditations, accommodation, and travel arrangements
- Producing the agendas and minutes for selection meetings, and the Performance Pathway Steering Group
- Supporting the Performance Pathway Manager manage the budget / finances
- Managing the team kit, including the relationship with the supplier(s)
- Logistics / organisation of domestic training camps / weekends, including permissions / access, accommodation, and travel arrangements
- Facilitating a webinar programme to support the development of athletes, coaches, and volunteers
- Contributing to Performance Pathway and British Orienteering strategic discussions
- Attending British Orienteering and Performance team in-person meetings
- Undertaking any other reasonable duties as requested

Attendance at camps and competitions is not expected as a core part of this role.

Compliance with all aspects of British Orienteering's Health & Safety Policy, Safeguarding Policies (Child & Adults at Risk) and Welfare arrangements is expected.

Person Specification

- Excellent organisational and multi-tasking skills
- Experience of elite orienteering (preferably in the UK)
- Ability to work on your own initiative and as part of a small, diverse team where others work remotely, work part-time, or are volunteers
- Ability to work with budgets
- Articulate and effective written and verbal communication
- Experience of coordinating international travel
- Proficiency in standard Microsoft Office applications, and communication applications
- Ability to prioritise your workload to meet deadlines
- Experience in administration (desirable)
- Experience in taking clear and concise minutes of meetings (desirable)

Salary/Contract

Evening and weekend work will be required at times. Remuneration and contract status will be based on terms that are mutually beneficial.

To apply

Interested candidates should send a CV and a covering letter (maximum 500 words) setting out why you are suitable for the role to Performance Pathway Manager Graham Gristwood (ggristwood@britishorienteering.org.uk).

Should anyone wish to discuss the role prior to applying, please contact Graham Gristwood.

Timetable

Deadline for applications is: **23:59 Friday 9th October 2026.**

Interviews:

As soon as practical after the application deadline.

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