

England Competitions Officer – Job Description

Job Title	England Competitions Officer
Location	Home based with fortnightly travel and a requirement to attend the national office regularly
Responsible to	British Orienteering Head of Development
Contractual Status	Part-time fixed length contract (to March 2021)
Salary	£25,000 with auto-enrolment employer contribution pension pro rata
Hours	22.5 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening, weekends and/or Bank Holidays.
Role Summary	<p>The purpose of this post is:</p> <ol style="list-style-type: none"> 1. To improve participant retention through supporting the delivery of orienteering events and competitions. 2. To increase regular participation in orienteering 3. To support competition organisers with resources to assist them in delivering competitions.
Key responsibilities and main tasks and activities	<p>The England Competitions Officer will be responsible for:</p> <ul style="list-style-type: none"> • Working towards delivering the British Orienteering deliver its vision 'Orienteering is the 'go to' outdoor sport for people wanting to test themselves physically and mentally' • Building relationships with and gaining trust of competition organisers and club deliverers. • Managing and implementing nationally standardised event feedback systems that enable orienteering clubs to gain insight into the participant experience and identify areas for improvement • Generating, presenting and communicating competition insight effectively and persuasively and facilitate the sharing of insight more widely across the sport. • To recommend ways and produce supporting information for competitions organisers to improve the competitions experience with the aim of increasing retention of participants, especially from underrepresented groups

	<p>including women, 14-25-year-olds, people with impairments and older adults (60+).</p> <ul style="list-style-type: none"> • To assist with reviews of the programme of competitions to ensure that they meet the needs of the orienteering community and British Orienteering's strategy and aims and objectives. <p>These responsibilities may change, and other duties added that are commensurate with the level of the post.</p>
<p>General information</p>	<p>The England Competitions Officer will share with all colleagues the responsibility for:</p> <ul style="list-style-type: none"> • Making suggestions to improve the working situation within their area of work and in British Orienteering in general; • Cooperating with measures introduced to ensure there is equality of opportunity in employment and equity; and • Complying with all aspects of British Orienteering's Health & Safety Policy, Child Protection Policy and Welfare arrangements. <p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.</p> <p>We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.</p>

Closing Date for Applications: Friday 24th August

Interview Dates: Tuesday 11th September

England Competitions Officer - Person Specification

Person specification	Description
1. Qualifications	
Essential	<p>A relevant degree or equivalent 3rd level qualification or five years' full-time (or part-time equivalent) experience working in sport/customer insight</p> <p>Current full valid Driving Licence</p>
Desirable	Sports Development qualification
2. Experience	
Essential	<p>Wide experience of managing or co-ordinating of sporting events and/ or competitions.</p> <p>Experience of working strategically</p> <p>Experience of monitoring the delivery of events and creating strategies for improvements</p> <p>Experience of generating insight by analysing data and research</p> <p>Experience of communicating with a wide range of partners / people</p> <p>Experience of working and supporting volunteers</p> <p>Experience of preparing and writing reports</p> <p>Understanding and commitment to sport</p>
Desirable	<p>Experience of working in a sports environment (paid or voluntary)</p> <p>Experience of collecting, analysing and monitoring participant data</p> <p>Experience of marketing events and using social media</p> <p>Experience of customer service</p>
3. Knowledge	
Essential	<p>Knowledge of the role of clubs, coaches and competitions in the development of sport</p> <p>Knowledge of the barriers to participation in sport and strategies for increasing participation.</p>

	<p>Knowledge of, or desire to learn about improving a participant's experience at an event.</p> <p>Knowledge of, or desire to learn about volunteer training opportunities and improving the experiences of club/event volunteers</p>
Desirable	<p>Knowledge of the sport of orienteering and issues effecting the sport</p> <p>Knowledge of sports structures with the UK</p> <p>Knowledge of Health and Safety Regulations in relation to organising events.</p> <p>The Standards for Safeguarding and Protecting Children in Sport</p>
4. Skills, abilities and attitudes	
Essential	<p>Interest in sport and enthusiasm for increasing participation</p> <p>Enthusiastic, energetic, approachable and diplomatic</p> <p>Ability to analyse data and research to generate insight</p> <p>Ability to work with clubs to improve orienteering activities for current orienteers</p> <p>Ability to effectively prioritise and plan one's own workload and remain outcome orientated and meet deadlines.</p> <p>Ability to be flexible and adaptable to change</p> <p>Self-motivated and able to work independently</p> <p>Excellent interpersonal skills and ability to communicate.</p> <p>Excellent organisational and administrative skills</p> <p>Good IT skills including use of Microsoft Office applications</p>
Desirable	<p>Excellent negotiating and influencing skills</p>
Other considerations	
Essential	<p>An understanding and commitment to equal opportunities</p> <p>The ability to be flexible, and adaptable in performing tasks which are normally outside the job specifications but considered commensurate with the role</p>