

England Development Officer – Job Description

Job Title	England Development Officer
Location	Home based with regular travel and a requirement to attend the national office regularly
Responsible to	British Orienteering Head of Development
Contractual Status	Full time until March 2021
Salary	£25,000 with auto-enrolment employer contribution pension
Hours	37.5 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 and/or weekends.
Role Summary	To support clubs and local delivery partners willing to work with British Orienteering to improve the retention of frequent participants and, secondly, to increase the number of participants that orienteer frequently
Key responsibilities and main tasks and activities	<p>The England Development 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' • Working with orienteering delivery partners to maintain and increase membership and participation levels. • Working with orienteering clubs to support the experience and activities offered to new and existing members. • Signposting and supporting new participants to progress onto further orienteering activities within the orienteering participant continuum. • Planning and coordinating a programme of training, education and learning opportunities for club coaches and

	<p>volunteers, to include the organisation of workshops and seminars.</p> <ul style="list-style-type: none"> • Effective monitoring and evaluation against pre-determined key performance indicators. • Promoting orienteering to underrepresented groups including women, 14-25-year-olds and ethnic minorities. • Promoting orienteering to and develop opportunities for those with disabilities to be involved in the sport. • Exploiting commercial opportunities to leverage orienteering knowledge into income <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 Development 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>

England Development Officer - Person Specification

Person specification	Description
1. Qualifications	
Essential	<p>A degree or equivalent 3rd level qualification or five years' full-time (or part-time equivalent) experience working in sport/outdoor recreation</p> <p>Current Driving Licence</p>
Desirable	<p>Sports Development qualification</p> <p>Sales, Marketing or Customer Service qualification</p>
2. Experience	
Essential	<p>Experience of customer service</p> <p>Experience of communicating with a wide range of people</p> <p>Experience of organising events</p> <p>Experience of working in a target driven environment</p>
Desirable	<p>Experience of working in a sports environment (paid or unpaid)</p> <p>Experience of organising sporting events</p> <p>Experience of working with volunteers</p> <p>Experience of marketing events and using social media</p> <p>Experience of monitoring the delivery of events and creating strategies for improvements</p> <p>Experience of collecting and monitoring participant data</p> <p>Experience of working with partners such as Local Authorities</p>
3. Knowledge	
Essential	<p>Knowledge of, or desire to learn about the sport.</p> <p>Knowledge of, or desire to learn about the barriers to, 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</p>

	Knowledge of sports structures with the UK
4. Skills, abilities and attitudes	
Essential	<p>Interest in sport and enthusiasm for increasing participation</p> <p>Enthusiastic, energetic and approachable</p> <p>Ability to sell orienteering activities to new participants</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	Excellent influencing skills
Other considerations	
Essential	<p>An understanding and commitment to equal opportunities</p> <p>An understanding of and commitment to your individual responsibility to comply with Health & Safety Policy, Child Protection Policy and Welfare arrangements</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>

Closing Date for Applications: Tuesday 22nd August

Interview Dates: Wednesday 6th September