

FVO ROLE DESCRIPTIONS

Version 2 issued 28/02/21

Elected 2021		
President		Jon Cross
Club Secretary		Paul Hammond
Treasurer		Andy Llewellyn
Committee Members		Roger Goddard
		Neil Polwart
		Steve Scott
		Chris Smithard

Appointed 2021		
Clothing Kit Co-ordinator		Hammond family
Coaching Co-ordinator		Roger Goddard
Electronic Equipment Manager		Will Hensman
Equipment Manager		Ben Stansfield
Fixtures Coordinator		Chris Smithard
Local Events Co-ordinators	Sprint	Graham Gristwood
	WEE	Steve Scott
	Night	Lewis Taylor
Mapping Officer		Graham Gristwood
Membership Secretary		Neil Polwart
Permissions Officer		Ben and Josie Stansfield
Press Officer		Steve Scott
Safeguarding Officer		Hazel Dean
Social Secretary		Marianne Eik/Gillian Godfree/Heather Fellbaum/Vicky Thornton
Team Captain		Jon Cross
Trophies Co-ordinator		Lindsey Hensman
Volunteer coordinator		Jen Leonard
Website Manager		David Nicol

Role:	President	Elected/Appointed:	Elected	Time Commitment:	Approx 2 hours/week
Responsibilities			Key Skills		
Steers the future direction of principal club matters.			Strong leadership.		
Chair meetings and the Annual General Meeting (AGM).			Excellent communication.		
Co-ordinates committee business and annual reporting			Negotiating.		
Communicates with club officers and members.			Listening and mediating.		
Assists with development plans and funding bids.			Unbiased and impartial.		
Represents the club locally and nationally.			Approachable.		
Line manages the development officer			Well organised.		
Key Links (Internal)			Key Links (External)		
Club Secretary			British Orienteering		
Treasurer			Scottish Orienteering		
General Committee					
Membership as a whole					

Role:	Club Secretary	Elected/Appointed:	Elected	Time Commitment:	Approx 3 hours/week
Responsibilities			Key Skills		
Supports the President in efficient running of the club.			Very good knowledge of the club, its structures and personnel.		
Organises meetings, agendas and takes minutes, including the AGM.			Efficient communicator with appropriate verbal and written skills.		
Actions all club correspondence			An eye for detail.		
Communicates with external parties such as clubs and governing bodies, including changes of committee			Able to delegate.		
Reports to the committee during the year.			Multi-tasking		
Ensures that club processes and governance are followed					
Represents the club at external meetings.					
Prepare returns to SOA/British Orienteering as required					
Key Links (Internal)			Key Links (External)		
President			National Governing Bodies		
Press Officer			Other Clubs		
Website Manager			Local Sports Councils		
Local Event Co-ordinators					
Fixtures coordinator					

Role:	Treasurer	Elected/Appointed:	Elected	Time Commitment:	Approx 4h/week
Responsibilities			Key Skills		
throughout the year.			High level of numeracy.		
Payment of all bills and settlement of all invoices.			Competent with IT		
Pays in monies received.			Experience of managing budgets and large sums of money.		
Signatory on club bank accounts.			Comfortable with financial responsibility.		
Discusses the financial health of the club with the committee.			role.		
Updates all financial records.			Meticulous record-keeping		
Creates the end of year financial report for AGM					
Appoints third-party auditor to verify accounts.					
Submits levy returns to British Orienteering					
Assists with funding applications and track any awarded grants to ensure that funds are spent appropriately and any reporting requirements are satisfied					
Key Links (Internal)			Key Links (External)		
President			Funding partners		
Secretary			British Orienteering		
Club Captain					
Fixtures Coordinator					
Mapping Officer					
Clothing coordinator					

Role:	Committee Member	Elected/Appointed:	Elected	Time Commitment:	Approx 1 hour/week
Responsibilities			Key Skills		
Attends regular meetings on all aspects of a club's functions.			Knowledge of and dedication to the club.		
Undertakes tasks and projects or collaborate with others at the club and beyond.			Dependable, particularly concerning regular attendance.		
Supports the club's efforts using personal skills, work experience and contacts.			Listen objectively to others.		
Makes individual and collective decisions that benefit the club.			Problem solving.		
Declares any possible conflicts of interest which might affect this role.			Able to make clear decisions.		
			Set objectives and collaborate for the good of the club.		
Key Links (Internal)			Key Links (External)		
President			None		
Secretary					
Treasurer					

Role:	Clothing Kit Co-ordinator	Elected/Appointed:	Appointed	Time Commitment:	Approx 4 hours/pa
Responsibilities			Key Skills		
Responds to club member clothing enquiries.			Knowledge of the club and the membership.		
Survey club members re clothing orders on an annual basis			Friendly and approachable.		
Works with a design team if required to review / update.					
Places clothing orders.					
Distributes club clothing which has been ordered.					
Ensures payments are made to treasurer.					
Key Links (Internal)			Key Links (External)		
Club Captain			Clothing Vendors		
Treasurer					

Role:	Coaching Co-ordinator	Elected/Appointed:	Appointed	Time Commitment:	Approx 2 hour/week
Responsibilities			Key Skills		
Ensures that a coaching programme is planned, offered and delivered for club athletes at all levels			Coaching qualification or willing to work towards one.		
Works with a team of coaches to deliver on the above			Ongoing knowledge of the sport.		
Encourages members to train as coaches and encourages coach development through CPD and appropriate UKCC courses			Well organised and an efficient timekeeper.		
Advises Safeguarding Officer of coaches working with young people			Confident communicator (individually and to groups).		
Supports junior members to aim for selection to the Scottish Junior Squad (ScotJOS) through advice on selection races, mentoring and additional coaching opportunities.			Able to manage group dynamics: inspire, motivate and discipline.		
Ensures that club fields a team for JST and organises JST when required			Capable of building trust with athletes and parents		
Key Links (Internal)			Key Links (External)		
Fixtures coordinator			Scottish West Area Team Coordinator		
Club Captain			Scotjos Coordinator		
Local Event Co-ordinators			Scottish Orienteering Coaching Coordinators		
Safeguarding Officer					
Coaches leading various coaching programmes					
Membership Secretary					

Role:	Electronic Equipment Manager	Elected/Appointed:	Appointed	Time Commitment:	Approx 4 hours/month
Responsibilities		Key Skills			
Keeps and maintains all SI units / Start, Finish, Clear, Download boxes / Dibbers / Printers		I.T. Literacy			
Manages software licences for timing system		Knowledge of SI Timing system			
Liaises with Event Organisers for delivery, transfer and collection of electronic equipment					
Ensure that the units, Start, Finish, Clear, Download are all time synched before events.					
Checks battery status of SI units regularly					
Returns any faulty units to SI UK for repair					
Liaises with planner to get course files in advance, then after event prepares results, upload to website and routegadget where appropriate					
Key Links (Internal)		Key Links (External)			
Event Co-ordinators (Local and Major)		SI UK			
Fixtures coordinator					

Role:	Equipment Manager	Elected/Appointed:	Appointed	Time Commitment:	Approx 2 hour/month
Responsibilities			Key Skills		
Stores and maintains club equipment					
Keeps and maintains an inventory of all club kit			Organised		
Liaises with Fixtures Coordinator, event organisers and Event Co-ordinators for event requirements, delivery and collection of kit					
Advises on the physical condition of kit, and recommends equipment purchases where appropriate.					
Key Links (Internal)			Key Links (External)		
Fixtures coordinator			Suppliers		
Events organisers					

Role:	Fixtures Secretary	Elected/Appointed:	Appointed	Time Commitment:	Approx 4 hour/month
Responsibilities			Key Skills		
Plans the programme of club events which supports the club's strategic objectives, agree it with committee and issue it annually to club members in February			IT literate		
Develop a 3-year rolling National/Regional/Local event strategy integrated with Mapping & Access considerations			Interpersonal Skills		
Coordinate event programme with Local Events Coordinators					
Liaise with club Coaching Coordinator and Scotjos Coordinator to ensure alignment with coaching plans/needs					
Liaises with Volunteer Coordinator to ensure volunteer capacity is sufficient					
Liaises with SOA Fixtures Secretary to stage large events aligned with Scottish Orienteering event calendar strategy					
Updates club events spreadsheet on Committee share systematically					
Liaises with Press Officer and Membership Secretary to ensure that events are advertised to club members and newcomers					
Registers events with British Orienteering					
Key Links (Internal)			Key Links (External)		
Coaching Coordinator			Scottish Orienteering Fixtures		
Event Co-ordinators (Local & Major)					
Mapping Officer					
Permissions Officer					
Press Officer					
Treasurer					
Volunteer Coordinator					

Role:	Local Events Co-ordinators	Elected/Appointed:	Appointed	Time Commitment:	Approx 1
Responsibilities		Key Skills			
Oversee the programme of activities in their specialist area (Night, Sprint, WEE, Weekend)		Interpersonal skills			
Draws up programme of events in conjunction with Fixtures Coordinator		Knowledge of orienteering progression.			
Identifies and secures volunteers to plan and deliver events in liaison with Volunteer Coordinator		Basic computer skills.			
Provides advice to organisers or agrees with Volunteer Coordinator for mentoring to be provided where appropriate.					
Ensures that Organisers Pack is updated where needed					
Liaises with the Mapping Officer in good time about any requirements for maps, mapping updates					
Coordinates transfer of equipment between events					
Sends levy figures to Treasurer					
Sends programme details to Press Officer and Membership Secretary for publicity					
Liaises with Coaching Co-ordinator to establish whether coaching should be offered at events					
Processes (or arranges to have processed) results for events within 24 hours of race finish					
Produces series league results					
Encourages organisers to complete the FVO Events Review Log for all events					
Reviews event format periodically and discusses with committee					
Key Links (Internal)		Key Links (External)			
Coaching Co-ordinator		none			
Electronic Equipment Manager					
Equipment Manager					
Fixtures Secretary					
Press Officer					
Treasurer					
Volunteer Coordinator					

Role:	Mapping Officer	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/week
Responsibilities			Key Skills		
Produce and implement a mapping strategy			IT literate		
Maintain active club map in FVO and OCAD the holiday seasons, distributing to planners			Familiarity with use of OCAD		
Ensure maps (especially those used often) are kept up to date and at correct specification					
Identifies new areas for mapping and integrate with the 3-year event strategy					
Apply for funding sources for mapping					
Arranges for mapping quotes and, in conjunction with treasurer and mapping procurement procedure, award mapping contracts					
Proactively determine from Forestry Commission and other land owners their forward forest activity plans to inform map updates required					
Review planning feedback on the FVO Events Review Log to inform future map updates					
Key Links (Internal)			Key Links (External)		
Permissions Officer			Mappers		
Fixtures Coordinator			Funders		
Treasurer					
Club Development Officer					
Fixtures Secretary					

Role:	Membership Secretary	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/week
Responsibilities			Key Skills		
Provides main point of contact for newcomers interested in orienteering, encouraging them to come to events and join the club after 3 events			IT literate and comfortable using forms and spreadsheets online and offline.		
Encourages existing members to renew			Honest and trustworthy due to the sensitivity of the data.		
Proactively seeks ways to increase membership numbers			Up-to-date on the rules and requirements of GDPR.		
Receives and manages participant contact forms in line with GDPR and BOF requirements			Knowledge of the club and the membership.		
Manages Mailchimp database in line with GDPR/PECR, using it to promote and attract newcomers to orienteering and the club					
Provides welcome information/pack to new members and seeks ways to retain them					
Produce annual membership report for AGM					
Key Links (Internal)			Key Links (External)		
Club Captain			Scottish Orienteering		
Development Officer			British Orienteering		
Events organisers					

Role:	Permissions Officer	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/week
Responsibilities		Key Skills			
Principal point of contact for access to owned land for activities and events		Diplomacy			
Is aware of access code and wildlife restrictions.					
Maintains 'forest details' records for all mapped areas		Communication skills			
Maintain good relationships with all land owning stakeholders		Resilience			
areas.					
Liaises with Mapping Officer re areas for mapping					
Liaises with Event Organisers and Fixtures Coordinator proactively to obtain access for events, making land access part of the yearly and 3 yearly event schedules					
Use organiser feedback on the Events Review Log to inform future access and safety decisions					
Key Links (Internal)		Key Links (External)			
Event Co-ordinators (Local & Major)		Landowners			
Fixtures Coordinator					
Mapping Officer					

Role:	Press Officer	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/week
Responsibilities			Key Skills		
Acts as main contact/spokesperson for all media enquiries relating to the club.			Excellent knowledge of the club, its structures and people.		
Builds relationships with local and national media organisations.			Good written and spoken English.		
Seeks opportunities to have the club featured in written press, on TV and online.			Confident and strong communication.		
Writes press releases and articles on a regular basis.			Interest in journalism and the media.		
Manages the club's social media presence.			Capable organiser for responding to media enquiries, arranging interviews, juggling deadlines and producing		
In conjunction with the club's Web Manager, ensures club news is shared online and offline through the website, newsletter and any print communication.			Comfortable using social media		
Key Links (Internal)			Key Links (External)		
Event Organisers (Local and Major)			News Media outlets		
Website Manager					

Role:	Risk assessment coordinator	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/week
Responsibilities			Key Skills		
Checks and approves risk assessments produced by event organisers using standard template for local events			Controller qualification		
Manages risk assessment library for our mapped areas					
Considers feedback from event organisers provided in the FVO events review log, updates the area's previous risk assessment where appropriate or raises issues requiring action to the committee					
Reviews accident forms submitted to BOF for any generic actions required by the club to reduce future risks					
Key Links (Internal)			Key Links (External)		
President			Scottish Orienteering controllers		
Event organisers					
Controllers					

Role:	Safeguarding Officer	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/month
Responsibilities		Key Skills			
Fosters a supportive, child-friendly environment.		Good listener.			
Is the first point of contact for any concerns.		Approachable and friendly.			
Implements the club's policies on safeguarding children and young adults.		Understands the importance of confidentiality.			
Documents procedures and shares them throughout the club.		Trained in child welfare with appropriate accreditation.			
Ensures that all persons involved in "Regulated Work" are PVG-checked and have received appropriate training					
Knowledgeable on NGB's child protection guidance.					
Key Links (Internal)		Key Links (External)			
Coaching Co-ordinator		Welfare Services			
		NGBs			

Role:	Social Secretary	Elected/Appointed:	Appointed	Time Commitment:	Approx 6 hours/pa
Responsibilities			Key Skills		
Plans socials for all age ranges, including the FVO Awards night			socials.		
Sources food and drink, venues and travel if and as required			Should have creativity, ideas and enthusiasm.		
Registers attendees and liaises with Treasurer to agree payment arrangements			Able to meet deadlines.		
Recruits a team of helpers to assist or ask to lead specific socials			Able to encourage club members to support social activities.		
Key Links (Internal)			Key Links (External)		
Treasurer			Venue Managers		
Trophies Co-ordinator					
Team Captain					

Role:	Team Captain	Elected/Appointed:	Appointed	Time Commitment:	Approx 5-10 h/month during high season
Responsibilities			Key Skills		
Foster a competitive team spirit, liaise and encourage with athletes who are interested in representing their club at Compass Sport Cup and major relay championships			Well known in the club and well respected.		
Proactively seeks attendance at major competitions from athletes where needed for otherwise incomplete teams			Friendly and approachable.		
Makes entries as relevant for the above.			Knowledgeable of the way the club runs		
Selects running order of relay teams			Dedicated to the success and growth of the club.		
Liaison with club treasurer re relay entry fees					
Ensures there is a nominated person to collect team bibs etc.					
Raises profile and encourage participation at major events in the UK amongst members, providing a focal point for encouragement (eg banner/tent)					
Provides visibility of improvement and success, helps to create an environment where club members of all ages support and inspire one other to develop and seek performance success both domestically and internationally.					
Maintain awareness of athlete's form, fitness and potential					
Key Links (Internal)			Key Links (External)		
Coaching Co-ordinator			Organisers of Major Events nationwide		
Clothing Kit Co-ordinator					
Treasurer					

Role:	Trophies Co-ordinator	Elected/Appointed:	Appointed	Time Commitment:	Approx 4 hours/pa
Responsibilities			Key Skills		
Tracks and maintains list of club award-holders			Knowledge of the club and the membership.		
Arranges to have appropriate trophies engraved					
Passes invoices for engraving to Treasurer					
Key Links (Internal)			Key Links (External)		
Events Co-ordinators			none		
Social Secretary					
Treasurer					

Role:	Volunteer Coordinator	Elected/Appointed:	Appointed	Time Commitment:	Approx 4 hour/month
Responsibilities			Key Skills		
Ensure that volunteers are placed in suitable roles, liaising with Fixtures Coordinator and Local Events coordinators			Interpersonal Skills to know club members and their interests/preferences/skills		
Liaises with Fixtures Coordinator to ensure events programme is appropriate for volunteer capacity			Good understanding of roles/officals development pathways		
Develops volunteers - encourage/identify interest, signpost, arrange or deliver appropriate training					
Ensure there is succession planning in place for all key post holders, identify vulnerable areas for club					
Ensure volunteering is recognised and rewarded					
Key Links (Internal)			Key Links (External)		
Coaching Coordinator			Scottish Orienteering Development roles		
Event Co-ordinators (Local & Major)					
Fixtures Coordinator					
Treasurer					
Club members					

Role:	Website Manager	Elected/Appointed:	Appointed	Time Commitment:	Approx 1 hour/week
Responsibilities		Key Skills			
Keep the website regularly updated and engaging.		Thorough knowledge of the preferred website platform.			
Regularly review structure/new needs with committee, oversee any design changes and recruit/brief designer if necessary.		Understand hosting and domain names.			
Manage relationships with authors and source club information.		Able to write articles and upload photos and video.			
Manage external suppliers (such as hosting and domain names).		Organise content in a logical way with navigation and menus.			
Hold administrator permission and manage any other access levels by users.		Able to update/back up the website when required.			
Manage the website's GDPR requirements, software updates and data security		Knowledge of security measures including GDPR.			
Manage FVEmail system, including periodic reviews with the membership secretary					
Key Links (Internal)		Key Links (External)			
Club Secretary		none			
Fixtures Secretary					
Event Co-ordinators					
Press Officer					