



Forth Valley Orienteers Part-Time Coaching and Development Coordinator – Role Profile

Forth Valley Orienteers (FVO)

FVO is a ClubSport Stirling Charter club with over 130 members, many of whom are experienced and committed volunteers. We are current holders of the UK Compass Sport Cup and provide athletes for national junior, senior and veteran teams, including World Championships. FVO relies on volunteers with experience to provide training and other activities, and to plan and organise events. Our ability to develop the club is limited by the numbers of members with the required skills and availability.

Summary of Role

We require a part-time coaching and development coordinator to extend our programme of volunteer-led activities, including organising weekly coaching sessions, mentoring volunteer coaches, expanding coaching opportunities to all levels of ability, and organising introductory events in the local community. The emphasis is on making our events regular, local, friendly and supportive. Through this program, the club will attract and retain more new members, increase participation in the sport, and provide a more structured coaching support to all members.

Working arrangements and remuneration

- Starting date: by negotiation, but no later than 1st April 2017.
- The post is for an average of 8 hours per week over the year. Working hours are flexible, by agreement with the Line Manager, and will vary through the year depending on the level of activities.
- The post is for 4 years. A 3-month probationary period will apply at the beginning of the appointment.
- Salary is £16,000 to £18,000 p.a., depending on experience, and prorated to 8 hours per week.
- Unless the candidate wishes to opt out of the Scottish Orienteering Association pension scheme, auto-enrolment into the SOA pension will commence at induction.
- We may consider self-employment as an alternative to taking on an employee.
- Working from home, with significant travel and on-site work. Own car transport and UK Driving licence essential.

Detailed Job Description / specific duties

The Co-ordinator will:

- Identify key areas within the FVO region where there is concentrated interest in orienteering.
 - Encourage participation in orienteering in these satellite areas through developing relationships eg with schools and/or community groups, and through effective advertising.
 - Organise a program of regular local events in 4 to 6 satellite areas.
 - Be a first contact for new participants to orienteering, presenting a knowledgeable, welcoming and friendly persona.
 - Create a clear coaching and development program for new and existing members that allows progression at all levels of skill.
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- Co-ordinate existing club coaches within the above program and support the development of other event officials within the club.
- Use a range of communication channels effectively to make new members feel involved and engage with existing membership.
- Create ways to connect with membership and increase participation in orienteering
- Network with the Scottish Orienteering Association, other clubs and similar organisations, eg Active Stirling, to develop best practice, improve the image of orienteering and share knowledge.
- Undertake other activities as required by FVO.

Your skills and experience

FVO are looking for a self-motivated, proactive and organised person with highly developed coaching skills. As an ideal candidate, you will have the following skills and experience:

Essential criteria

- High level of motivation
- Demonstrated ability to work both in collaboration with club members and independently
- Proven ability to produce relevant work of a consistently high standard
- Good project management skills
- A friendly, responsive and professional attitude towards club members, and members of the public and other organisations
- An excellent working knowledge of the sport of orienteering, especially at beginner and junior levels
- A full current UK driving licence, a car, and appropriate insurance for business use
- Excellent verbal and written communication skills
- Good administrative IT skills (e.g. Microsoft Office, or equivalent; web content editing)
- Experience with orienteering software (OCAD; Condes and/or Purple Pen; Autodownload)
- Orienteering coaching qualification

Desirable criteria

- A relevant sports development qualification
- Qualification to deliver Teaching Orienteering Part 1 courses
- 1st Aid qualification

Organisation Structure

The post reports to the FVO President. Operational management is provided by the FVO Treasurer, supported by the SOA. The appointee will be required to attend FVO Committee meetings and AGM, and to provide written reports for those meetings.

Enquiries and Applications

Informal enquiries can be made to the FVO Treasurer (treasurer@fvo.org.uk) or President (president@fvo.org.uk). To apply, send a CV and names/contact details for two referees to Dawn Goddard (treasurer@fvo.org.uk). Closing date **Monday 19th December 2016**. Interviews will be held in the Stirling area in the last week of January 2017.
