

## **Ayrshire Orienteering Club – AYROC**

### **Post of Club Development Officer (CDO): Job Description and Person Specification**

#### **Background**

Ayrshire Orienteering Club (AYROC) is a small orienteering club that operates across the three local authorities of North, East and South Ayrshire. During the COVID pandemic, there has been an increased interest in outdoor activities amongst the general public. At the same time, the local authorities have seen orienteering as a good activity to encourage young people and their families to participate in. As a result of this interest, a partnership has been developed with the three Ayrshire Local Authorities, Outdoor Education, Active Schools departments, The Outdoor Partnership (a local charity) and AYROC – supported by Scottish Orienteering (SOA).

To take this interest forward, AYROC are seeking to appoint a Club Development Officer(CDO).

<b>Appointed by:</b>	AYROC CDO Strategic Group
<b>Period of tenure:</b>	Minimum 22 weeks initially with possible extension up to 4 years subject to funding
<b>Hours of work:</b>	Minimum 6 hours per week
<b>Geographical area of work:</b>	Ayrshire
<b>Reporting to:</b>	Regular reports to AYROC Chair, acting as Line Manager

#### **Person Specification for the job**

##### **Essential**

- Good working knowledge of orienteering
- Good written and verbal communication skills
- The ability to form positive relationships and enjoy working with other people including young people
- The ability to work flexible hours including weekends and evenings when required
- Understanding of development work and partnership working
- Understanding of recruiting, working with and supporting volunteers
- A good motivator and enthusiastic
- A proven ability to initiate projects and see them through.
- The ability to work with the AYROC Committee
- Current valid driving licence and own transport

##### **Desirable**

- Active and passionate orienteer
- Publicity and marketing experience
- Knowledge of Ayrshire
- PVG scheme membership (essential to join if not already a member or update if an existing member)

- To have undertaken or be willing to undertake Orienteering Tutor Foundation course

**Aim:**

To develop and sustain the opportunities which have arisen from the public interest in outdoor activity and the actions of the Local Authorities in engaging with orienteering since the Covid pandemic. From this, identify ways of increasing the junior, senior and family membership of AYROC and the intergenerational participation in Club activities. This should be done by reference to the Club's aims and objectives as described in the AYROC Development Plan and working with the Club committee.

**Objectives:**

1. Maintain the partnership working which has been developed with the three Ayrshire Local Authorities, Outdoor Education, Active Schools departments, The Outdoor Partnership and AYROC.
2. Build up and extend the pathways between the interested partners and identify opportunities for working with other organisations such as Duke of Edinburgh, Sports Hubs, Young Sports Leaders.
3. Contribute to increasing the skill pool of partners by direct/indirect involvement in the Introducing Orienteering courses.
4. Following on from the Local Authority Orienteering sessions for families, develop a programme of coaching and activities in the Club that offers a pathway into the sport for both juniors and seniors.
5. In cooperation with the Club, encourage potential and new members to become involved with the running of activities and develop their skills in accordance with the needs of the Club.
6. Promote Club Development initiatives, including supporting funding applications and helping to organise events.

**Specific duties:**

- In conjunction with the club, lead the preparation of an application to Sport Scotland's Direct Club Initiative and other funding bodies as appropriate
- At the outset, draw up an action plan of focussed development projects that are in line with the above objectives and with AYROC's Development Plan, ensuring full approval by the AYROC committee before they are implemented.
- Build partnership with Outdoor Learning, Active Schools, Sports Hubs and other relevant bodies including the Outdoor Partnership
- Work towards the uptake of Teaching Orienteering courses such as the Intro course for interested parties with a view to supporting after school clubs, other activities and participation in these.

In the future the post will be developed to include the above and additional areas of work that build on the initial contract.

Applicants should send a CV and a cover letter outlining how they meet the specifications for the post to [secretary@ayroc.co.uk](mailto:secretary@ayroc.co.uk) by 11<sup>th</sup> January 2021 with Interviews taking place week beginning 18<sup>th</sup> January 2021. For more information please contact Sheelagh on 07990545719 or Jude on 07784260494.