**CLUB DEVELOPMENT OFFICER**

AYROC - Ayrshire Orienteering Club are looking to appoint a part-time Club Development Officer to lead the development of a training, coaching and activity programme and to apply for and secure funding streams.

Through this programme, the club aims to attract and retain more new members, increase participation in the sport, and provide a more structured coaching support to all members.

Initially the role will involve sourcing and submitting funding applications to various bodies in order to secure funding for the Club Development Officer post to continue in the longer term. Following on from this the role will include developing orienteering coaching and activity programmes and developing the volunteer workforce along with administration tasks. An understanding and experience of developing and co-ordinating programmes is essential along with knowledge of Orienteering as a sport.

You will work with the AYROC Committee to build the capacity of the club, increase membership and extend participation in Orienteering. Promoting good practise and club development initiatives, including supporting further funding applications, together with assisting the club with the development of volunteers. Experience of organising events and promotions and in monitoring and evaluating work would be desirable.

Candidates for the post must demonstrate the following attributes:

● A proven track record of project or programme development

● An ability to form effective partnerships with a wide range of organisations

● Excellent communication, negotiation and decision-making skills.

This part-time post will involve working a minimum of 6 hours a week initially for a 22 week period. There will be some evening and weekend work required in order to develop and support activities so the candidate will need to be flexible. The post will be available either on a self-employed basis or on a paid basis to suit the preferred candidate.

For an informal discussion about this post, please contact Sheelagh Nicol on 07990545719 or Jude Smith on 07784260494 or email [ayroc.club@gmail.com](mailto:ayroc.club@gmail.com)

Interviews will be held the week beginning 18th January and will be conducted via a social media platform to comply with COVID restrictions.

How to apply:

Download the full job description, person specification and background information from https://www.ayroc.co.uk

Please apply providing a CV and personal statement demonstrating how you meet the essential criteria for the post. Email this to [ayroc.club@gmail.com](mailto:ayroc.club@gmail.com) by midnight of 11th January 2021.

Please note: If you have not received an invitation to interview by 18th January 2021 then unfortunately you have not been shortlisted for interview.