

## Club Support Officer – Job Description

<b>Job Title</b>	<b>Club Support Officer</b>
<b>Location</b>	Combination of office and home based a requirement to attend the national office in agreement with their line manager
<b>Responsible to</b>	British Orienteering's Club Support Manager
<b>Contractual Status</b>	1.0 FTE (the post is Sport England funded and as such is dependent on the continuation of funding)
<b>Salary</b>	£27K with auto-enrolment employer contribution pension
<b>Hours</b>	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.
<b>Role Summary</b>	To support and enable clubs to be thriving through the creation and support for programmes identified in the Strategic Plan under the theme of lifelong Pathways.
<b>Key responsibilities and main tasks and activities</b>	<p>The Club Support Officer will be responsible for:</p> <p><b>Volunteer and Official training.</b></p> <ul style="list-style-type: none"> <li>• To work with the Club Support Manager to develop an annual "lifelong pathway" delivery plan with agreed targets which reflect British Orienteering's Strategic Plan.</li> <li>• To work with the Club Support Manger to plan, develop an official and coach leadership pathway and, promote the delivery of British Orienteering's programmes, initiatives and opportunities that will increase the number of adults and young people volunteering and qualifying as coaches, officials, and volunteers.</li> <li>• To support and work with British Orienteering sub-Committees and key technical volunteers to support their plans for clubs when in line with national objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>● Produce positive examples of good practice within British Orienteering in order to promote the achievements and build its reputation.</li> <li>● Develop appropriate publicity material for courses, sessions and events.</li> <li>● Co-ordination of regular meetings with club development officers and other interested parties to share good practice.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>● Work with the Club support Manager to design and deliver a package of services for clubs, schools, universities, outdoor partners, youth &amp; uniformed groups, including guidance, templates, workshops, eLearning programmes, webinars and national conferences to promote orienteering.</li> <li>● Developing strong positive experience pathways and relationships for schools and university orienteering clubs to feed into orienteering.</li> </ul> <p>Work with the Club Support Manager in defining the competition &amp; Participant pathway that encourages life-long involvement in orienteering.</p> <ul style="list-style-type: none"> <li>● Contribute to the development of plans, reviewing and developing participation, pathway, and targeted orienteering programmes to ensure inclusive and quality orienteering opportunities in targeted areas/communities.</li> <li>● Working with clubs to develop and deliver sessions for young people, which will encourage lifelong participation in sport.</li> <li>● Support the Communications Officer in the effective marketing and promotion of orienteering participation pathways, programmes, courses, and events to maximise continued participation, satisfaction, and growth.</li> <li>● Collating and monitoring of performance related information in relation to the theme of lifelong pathways.</li> </ul>
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	<ul style="list-style-type: none"> <li>• In conjunction with the Change Manager develop appropriate publicity material for courses, sessions and events.</li> <li>• Supporting the delivery of orienteering education and training/eLearning courses to increase the numbers and quality of local delivery.</li> <li>• Provide supporting resources to develop school-club pathways and grow capacity within clubs.</li> </ul> <p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>• Work in partnership with a number of identified key stakeholders.</li> <li>• Identifying and take forward, opportunities for attracting additional resources for community orienteering activities and events.</li> <li>• Identifying and helping organisations access external funding to ensure the continuation of Sports and Community Development initiatives.</li> <li>• Identifying ways and supporting clubs to create a more diverse and inclusive sport.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provide regular programme and progress reports as required.</li> <li>• Ensuring that orienteering programmes comply with all relevant national and local policies, good practice guides and health and safety practices.</li> <li>• Participating in and contributing to team brainstorming meetings.</li> <li>• Demonstrating agility and flexibility to perform duties that may be outside core accountabilities.</li> </ul> <p>These responsibilities may change, and other duties added that are commensurate with the level of the post.</p>
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<p><b>General information</b></p>	<p>The Club Support Officer will share with all colleagues the responsibility for:</p> <ul style="list-style-type: none"> <li>• Making suggestions to improve the working situation within their area of work and in British Orienteering in general.</li> <li>• Cooperating with measures introduced to ensure there is equality of opportunity in employment and equality.</li> <li>• Complying with all aspects of British Orienteering 's Health &amp; Safety Policy, Safeguarding Policies (Child &amp; Adults at Risk) and Welfare arrangements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Embracing British Orienteering's values &amp; behaviours</li> </ul> <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>

## Club Support Officer

### Person Specification

Person specification	DESCRIPTION
<b>1. Qualifications</b>	
Essential	Full Current Driving Licence A relevant degree-level or with relevant experience
Desirable	Qualification(s) or relevant work-based experience in relation to Sport development and / or business planning experience
<b>2. Experience</b>	
Essential	Experience of supporting voluntary clubs Experience of updating webpages Experience of partnership working and building relationships with individuals and organisations Experience in setting goals, targets and measures, and implementing subsequent implementation plans
Desirable	Experience of working in a sports environment (paid or unpaid) Experience of supporting sports or community events Experience of supporting Coaching development Experience of using webinar software
<b>3. Knowledge</b>	
Essential	Knowledge and understanding of the current landscape and government/Sport England direction for sport and the British Orienteering Strategic plan 'Thriving Clubs for a New Generation'
Desirable	Understanding of Sport England's Strategic Plan " <i>Uniting the Movement</i> " Understanding of Orienteering / the role of an NGB
<b>4. Skills, abilities and attitudes</b>	
Essential	Passionate about supporting clubs. Enthusiastic, energetic and approachable Ability to support the development of Orienteering clubs Ability to effectively prioritise and plan one's own workload and remain outcome orientated, meeting deadlines. Ability to be flexible and adaptable to change Excellent interpersonal skills and ability to communicate effectively with a wide range of people. Self-motivated and able to work independently Excellent organisational and administrative skills The ability to be flexible, and adaptable in performing tasks considered commensurate with the role. Good IT skills including use of Microsoft Office applications
Desirable	Excellent influencing skills