

# Development Officer (Inclusion)

## Job Description



Job description		
1.	Job title	<b>Development Officer (Inclusion)</b>
	Location	Field Based, expectation for twice monthly National Office meetings
	Responsible to	British Orienteering Change Manager
	Responsible for:	Coordinating, planning and supporting delivery of inclusive Orienteering products and programmes
	Contractual Status	Part time (0.5) Fixed Term Contract 18 months
	Salary	£25k pro rata
2.	Role summary	The successful candidate will be responsible for playing a proactive role in the 'Thriving Clubs' and 'An Inclusive, Diverse and Accessible Sport' elements of the British Orienteering strategy
3.	Key responsibilities and main tasks and activities	<ul style="list-style-type: none"> <li>• To support and deliver British Orienteering's vision to be an accessible and more diverse sport and increase participation opportunities, through the most appropriate programmes</li> <li>• Responsible for driving positive change by creating and instigating training, learning and delivery opportunities with clubs, partners and members</li> <li>• Supporting the development and implementation of British Orienteering's Diversity and Inclusion Action plan</li> <li>• To understand the sport from an equality, diversity and inclusion perspective and establish relationships that will have a positive impact</li> <li>• Be an ambassador for British Orienteering products and programmes and act as an agent of change working to improve accessibility and transition within the sports participation offers</li> <li>• To ensure up-to-date approaches to learning are embedded into the organisation, in order to maximise the development of the widest possible audience</li> <li>• To work to agreed targets and to provide meaningful data to track progress and to highlight key learnings</li> <li>• To produce website and/or content in line with British Orienteering communications and changing perceptions campaigns</li> <li>• Actively advertise, promote and market the programme/s to selected areas/communities</li> <li>• To link in with other British Orienteering staff and share best practise</li> </ul>

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<b>4.</b>	<p><b>General information</b></p> <p>The Development Officer (Inclusion) 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 equity; and</li> <li>• Complying with all aspects of British Orienteering's Health &amp; Safety Policy, Child Protection Policy and Welfare arrangements</li> <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>

# Development Officer (Inclusion) 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 equality, diversity, and inclusion Sport development and / or business planning experience
<b>2. Experience</b>	
Essential	Experience of delivering in voluntary clubs or community setting Experience of organising and promoting events and activities 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 organising sports or community events
<b>3. Knowledge</b>	
Essential	Knowledge and understanding of the current landscape and government/Sport England direction for sport from an equality, diversity and inclusion perspective
Desirable	Knowledge of local area population and demographics 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 equality, diversity and inclusion in sport. Enthusiastic, energetic and approachable Ability to 'sell' orienteering activities to new participants and partners Ability to effectively prioritise and plan one's own workload and remain outcome orientated, meeting deadlines Ability to be flexible and adaptable to change Self-motivated and able to work independently Excellent interpersonal skills and ability to communicate effectively with a wide range of people 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