

Active Clubs Coordinator – Job Description

Job Title	Active Clubs Coordinator
Location	Home based with regular travel across Northern Ireland
Responsible to	British Orienteering Head of Development
Responsible for	Delivering British Orienteering's commitment to Sport Northern Ireland in regards to Active Clubs funding
Contractual Status	Full time until March 2019 with potential to extend to March 2021 subject to Sport Northern Ireland funding
Salary	£24,000 with auto enrolment employer contribution pension
Hours	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.
Role Summary	To increase participation and membership in orienteering in Northern Ireland.
Key responsibilities and main tasks and activities	<p>The Active Clubs Coordinator will be responsible for:</p> <ul style="list-style-type: none"> • Work towards delivering the British Orienteering deliver its vision of 'More People, More Places, More Podiums' • Work with orienteering clubs to develop membership and increase participation levels. • Work with orienteering clubs to support the experience and activities offered to new and existing members. • Signposting and supporting new participants to progress onto further orienteering activities within the orienteering participant pathway • To plan and coordinate a programme of training, education and learning opportunities for club coaches and volunteers, to include the organisation of workshops and seminars.

	<ul style="list-style-type: none"> • Supporting British Orienteering to develop the orienteering participant pathway • To ensure effective monitoring, evaluation of the programme against pre-determined project key performance indicators. • Promote orienteering to underrepresented groups in NI including women, 14-25 year olds, people in areas of high social need and ethnic minorities. • Promote orienteering to and develop opportunities for those with disabilities to be involved in the sport. • Assist in the delivery and have input to the review of the NI Orienteering Development Plan and budgets. • Provide marketing and publicity initiatives and materials in support of NI Orienteering’s development and activity programmes. <p>These responsibilities may change and other duties added that are commensurate with the level of the post.</p>
<p>General information</p>	<p>The Active Clubs Coordinator will share with all colleagues the responsibility for:</p> <ul style="list-style-type: none"> • Making suggestions to improve the working situation within their area of work and in British Orienteering in general; • Cooperating with measures introduced to ensure there is equality of opportunity in employment and equity; and • Complying with all aspects of British Orienteering’s Health & Safety Policy, Child Protection policy and Welfare arrangements. <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>

Active Clubs Coordinator - Person Specification

Person specification	Description
1. Qualifications	
Essential	<p>5 GCSE (or equivalent) at Grade C or above, to include Maths and English</p> <p>A degree or equivalent 3rd level qualification or five years full time (or part time equivalent) experience working in the area of outdoor recreation / education</p> <p>Current Driving Licence</p>
Desirable	<p>Coaching qualification</p> <p>First Aid qualification</p> <p>Sports Development qualification</p> <p>Sales, Marketing or Customer Service qualification</p>
2. Experience	
Essential	<p>Experience of customer service or sales roles</p> <p>Experience of communicating with a wide range of people</p> <p>Experience of organising events</p> <p>Experience of working in a target driven environment</p>
Desirable	<p>Experience of working in a sports environment (paid or unpaid)</p> <p>Experience of organising sporting events</p> <p>Experience of working with volunteers</p> <p>Experience of marketing events and using social media</p> <p>Experience of monitoring the delivery of events and creating strategies for improvements</p> <p>Experience of collecting and monitoring participant data</p> <p>Experience of working with partners such as Local Authorities</p>
3. Knowledge	
Essential	<p>Knowledge of, or desire to learn about sport.</p> <p>Knowledge of, or desire to learn about the barriers to, and strategies for increasing participation.</p>

	<p>Knowledge of, or desire to learn about improving a participants experience at an event.</p> <p>Knowledge of, or desire to learn about volunteer training opportunities and improving the experiences of club/event volunteers</p>
Desirable	<p>Knowledge of the sport of orienteering</p> <p>Knowledge of local area population and demographics</p> <p>Knowledge of sport structures with the UK</p>
4. Skills, abilities and attitudes	
Essential	<p>Interest in sport and enthusiasm for increasing participation</p> <p>Enthusiastic, energetic and approachable</p> <p>Ability to sell orienteering activities to new participants</p> <p>Ability to work with clubs to improve orienteering activities for current orienteers</p> <p>Ability to effectively prioritise and plan one's own workload and remain outcome orientated and meet deadlines.</p> <p>Ability to be flexible and adaptable to change</p> <p>Self-motivated and able to work independently</p> <p>Excellent interpersonal skills and ability to communicate.</p> <p>Excellent organisational and administrative skills</p> <p>Good IT skills including use of Microsoft Office applications</p>
Desirable	Excellent influencing skills
Other considerations	
Essential	<p>An understanding and commitment to equal opportunities</p> <p>An understanding of and commitment to your individual responsibility to comply with Health & Safety Policy, Child Protection Policy and Welfare arrangements</p> <p>The ability to be flexible, and adaptable in performing tasks which are normally outside the job specifications but considered commensurate with the role</p>

Closing Date for Applications: Sunday 4th December

Interview Dates: Thursday 15th December