

Orienteering Coordinator – Job Description

Job Title	Orienteering Coordinator (6 months contract)
Location	Home based with regular travel across Ireland
Responsible to	General Administrator
Responsible for	Increasing awareness of and participation in orienteering in Ireland
Contractual Status	6 Months, review after 3 months with possibility of contract extension after 6 months
Salary	€1,680 p.m. and expenses as per the standard IOA expense policy
Hours	22.5 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 Ireland.
Key responsibilities and main tasks and activities	<p>The Orienteering Coordinator will be responsible for:</p> <ul style="list-style-type: none"> • Work towards increasing awareness of and participation in orienteering • Work with Irish Orienteering Association clubs and local sports partnerships to develop membership and increase participation levels. • Work with orienteering clubs and sports partnerships 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 provide general administrative support to the General Administrator to include the organisation of training workshops and seminars. • To ensure effective monitoring, evaluation of the programme against pre-determined project key performance indicators.

	<ul style="list-style-type: none"> • Assist in the delivery and have input to the review of the Irish Orienteering Development Plan and budgets. • Provide marketing and publicity initiatives and materials in support of the IOA'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 Orienteering Coordinator will also share responsibility for:</p> <ul style="list-style-type: none"> • Making suggestions to improve the working situation within their area of work and in the Irish Orienteering Association in general; • Cooperating with measures introduced to ensure there is equality of opportunity to all; and • Complying with all aspects of the Irish Orienteering Association'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>

Orienteering Coordinator - Person Specification

Person specification	Description
1. Qualifications	
Essential	<p>A degree or equivalent 3rd level qualification and experience working in the area of outdoor recreation / education</p> <p>Full Driving Licence</p> <p>Undergo Garda vetting</p> <p>Complete Safeguarding courses</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> <p>Experience of marketing events and using social media</p> <p>Experience of generating, editing, publishing and sharing daily content (text, images etc) that build meaningful connections and encourage community members to act.</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 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> <p>Knowledge of Community and Outdoor Networks within Ireland</p>
Desirable	<p>Knowledge of the sport of orienteering</p> <p>Knowledge of local area population and demographics</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	<p>Excellent influencing skills</p>
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: 11th August 2021

Interview Dates: Interviews will be by zoom, week commencing 23rd August 2021.