**Find Your Way – Job Description**

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| **Job Title** | **Find Your Way Project Officer** |
| **Location** | Home based with regular travel and a requirement to attend the national office regularly |
| **Responsible to** | Partnerships Manager |
| **Contractual Status** | Fixed-Term Contract to August 2024 |
| **Salary** | £27,000 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 lead and coordinate the delivery of an 18 month place-based orienteering project. The project builds on the success and development of the Maprun app and aims to deliver accessible orienteering opportunities to new communities with a specific focus on lower socio-economic groups, those less active and hard to reach communities. |
| **Key responsibilities and main tasks and activities** | * Overall responsibility for planning, coordinating, and delivering the project. * Identify and collaborate with Active Partnerships, School Sports Partnerships, Local Council Authorities, and other Locally Trusted Organisations to shape the provision of the project in each delivery area. * Build and manage relationships with key stakeholders ensuring high standards of communication. * Working with and providing high-quality support to orienteering clubs delivering the project in identified areas. * Create promotional materials, ‘how to’ and good practice guides for clubs and partners. * Plan and coordinate orienteering opportunities which suit the needs, expectations and lifestyles of the communities involved in the project. * Monitor, evaluate and review the project, implementing on-going improvements and sharing learning across the organisation. * Plan, monitor and utilise the budget to support the success of the Project. * Updating the Find Your Way website and social media pages and providing good news stories for wider British Orienteering use. * Utilise SEO and paid for promotion to build the FYW brand and increase awareness.   These responsibilities may change, and other duties added that are commensurate with the level of the post. |
| **General information** | The Project Officer will share with colleagues the responsibility for:   * 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.   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. |

**England Development Officer - Person Specification**

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| **Person specification** | **Description** |
| **1. Qualifications** | |
| Essential | A degree or equivalent 3rd level qualification or five years’ full-time (or part-time equivalent) experience working in sport/outdoor recreation  Current Full Driving Licence |
| Desirable | Sports Development qualification |
| **2. Experience** | |
| Essential | Successfully delivering complex collaborative projects and/or programmes  Experience coordinating projects with multiple delivery partners  Experience monitoring and reviewing projects against established objectives |
| Desirable | Experience of working on place-based projects and engaging local communities  Working with Active Partners, School Sports Partnerships and/or other Locally Trusted Organisations  Experience of working on test and learn projects, where ongoing learning shapes the future of the project  Delivering projects shaped by the needs, expectations, and lifestyle of the community they serve  Experience of working with sports clubs and volunteers |
| **3. Knowledge** | |
| Essential | Knowledge of the barriers to, and strategies for increasing physical activity  Understanding of the nature and challenges of place-based delivery projects |
| Desirable | Understanding of behaviour change theories and their application to increasing activity  Knowledge of sports structures with the UK  Knowledge of the sport of orienteering |
| **4. Skills, abilities and attitudes** | |
| Essential | Commitment to tackling inequalities in sport and delivering inclusive, accessible orienteering opportunities.  Enthusiastic, energetic, and approachable  Ability to effectively prioritise and plan one’s own workload, to meet deadlines and  Strong collaborative work ethic and ability to bring people together and focus efforts  Ability to be flexible and adaptable to change  Self-motivated and able to work independently, with excellent organisation and administrative skills  Excellent interpersonal skills and ability to communicate with a range of partners and people from a range of backgrounds  Confident in the use of IT, including Microsoft Office applications |
| Desirable | Persuasive with excellent influencing skills  Creative problem-solver able to find innovative solutions  Committed to continuous learning and personal development |
| **Other considerations** | |
| Essential | An understanding and commitment to equal opportunities  An understanding of and commitment to your individual responsibility to comply with Health & Safety Policy, Child Protection Policy and Welfare arrangements  The ability to be flexible, and adaptable in performing tasks which are normally outside the job specifications but considered commensurate with the role |

**Closing Date for Applications: 19th Feb 2023**

**Interview Dates: w/c 27th Feb**