



We're looking for someone to help build a successful future for our club.

Are you interested in orienteering and its development?
Are you committed to building successful engagement in the sport in Swansea?
Do you have a passion to make things better and leave behind a legacy for the future?

If yes to these questions read on...you could be just the person we are looking for.

Who we are?

Swansea Bay Orienteering Club provides a focus for orienteering across much of South West Wales. Currently (2021) it has around 60 members though only 30 can be considered active. There is a wide range of ability and experience within the club from beginners to elite orienteers, who represent Great Britain all over the world. The Club organises a series of regular events throughout the year including introductory sessions and social activities. Much of the focus in the Summer is on the series of mid-week evening events – the Summer League and similarly through the winter with a Winter League (a combination of night, street and normal colour coded events). In addition, we would normally host at least two Welsh League Events with a full range of colour coded courses. Despite its size, the Club has demonstrated its ability to “punch above its size” and has played active roles in supporting major events, such as the Welsh 6-day festival, Home Internationals, hosting the British Night Championships and in 2014 a day of the JK.

Events are held in areas from Merthyr Mawr (Bridgend) in the East, to Tenby in the West, and stretching North into the Brecon Beacons. For its size the club is one of the most successful in the country. Amongst our membership we have had several British Champions and even a couple of World Champions! Currently two of our members are part of the GB squad and another member of the squad that came through our club.

We pride ourselves in being innovative and hosting events of high technical quality that are well organised. This was recognised in 2010, when we were awarded runner up in British Orienteering's Club of the Year and again in 2013 we were 3rd. The club was the first and only club in Wales to achieve Clubmark status in 2012.

This reflects the enthusiasm, capability and experience of a key core set of members, but they are small in number and so we are looking for different ways to achieve a sustainable increase in membership and thus volunteers. We are developing an ambitious 4 year strategy to develop the club by introducing more people to the sport, increasing our volunteer base, and offering more opportunities for all members to develop their skills.

What are we looking for?

We have received funding from the Orienteering Foundation and Welsh Orienteering Association for a project to build a sustainable future for Orienteering in Swansea and South west Wales.

We require an enthusiastic part-time Club Development Officer (CDO), initially for 12 months, but with a view to extend for 2 further years. Their role will be to plan and lead a series of events/activities that aim to increase recruitment of new members, enhance the development of new and existing members and to generate a buzz and enthusiasm across the whole club that results in new members being retained.

We believe this should be targeted at parents with young families, as this from our experience has greatest opportunity to succeed, but we must ensure there is follow up development and activities to retain any newcomers to the sport





Swansea Bay Orienteering Club



The main focus for this role is to increase participation and then membership of the club and to build a more sustainable future for the club in terms of

- a) our volunteer base
- b) being able to hold events
- c) our ability to support wider community engagement with City and County of Swansea & Sport Wales
- d) our support to the wider Welsh Orienteering Association

So we are setting ourselves the following Objectives.

1. In first year recruit 30 new members including around 15 junior members. [Recruit]
2. Retain 80% renewal of all new members into 2023 [Retain]
3. All new and existing adult members reach TD4 or higher at end of 12 months and all juniors reach TD appropriate to their age. [Enhance]
4. In year 2 and 3 establish a coaching and development framework that will be sustainable post this project. [Enhance]

The Broad Approach.

We expect the new officer to develop a plan that through its delivery will deliver the above objectives. We believe the following represent the bare bones of such a plan.

- We believe we need to provide more regular events and activities aimed at new and developing members. Intend to hold 6 Sunday park events from May to October that will be fun and engaging and family orientated.
- Enhance the promotion and marketing of the sport in the Swansea Area
- Recruitment series of 4 events in Spring timed to enable the numbers entering Summer League and other activities to be boosted.
- Regular skills sessions (Step up programme) aimed at new members to continue to build confidence and skills so they enjoy the events more. Aim to schedule these during the summer and offers support at our local events.
- To link to the Swansea schools project when that is able to start (delayed by Covid) and build on this. (This project was a joint project with the council to train teachers to deliver simple orienteering sessions in their schools with aim of having a mini schools competition. All schools involved have had their grounds mapped as part of the project, but awaiting clearance to restart project).
- Work with Swansea Council and others to integrate Orienteering into their delivery plans eg: Swansea Council Park Lives activity (cf. "Summer of Fun" activity in 2021).

Role specific duties

The Development Officer will carry out tasks that fulfil the Objectives of the role and will vary based on the strengths of the individual holding the post. The exact tasks will be for agreement with the SBOC Committee and are expected to include some/all of the following:





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- Be a friendly and well-known contact for SBOC members of all levels of experience, and seek to encourage high levels of participation from club members.
- Work to complement the SBOC/Swansea Council Schools Project to exploit any opportunities to enable transition into mainstream club activities.
- Encourage participation in orienteering through development of relationships with community groups and through effective advertising.
- Coordinate a programme of regular local events and be a first contact for new participants to orienteering, presenting a knowledgeable, welcoming and friendly persona.
- Coordinate a clear development programme, including training and mentoring for club volunteers to acquire qualifications and experience.
- Coordinate a clear coaching and development programme for new and existing members that allows progression at all levels of skill.
- Support existing club coaches within the above program.
- Network with the Welsh Orienteering Association, other clubs and similar organisations, eg Outdoor Active Partnership to develop best practice, improve the image of orienteering and share knowledge & resources.
- Undertake other activities as required by SBOC.

Skills, attributes and experiences

We are looking for a self-motivated, proactive, organised and passionate orienteer with experience of planning and organising successful orienteering events. The ideal candidate will have the following skills and experience:

Essential criteria

- Demonstrated ability to work in collaboration with club members and independently
- Good project management skills
- A friendly, responsive and professional attitude towards club members, and members of the public and other organisations
- An excellent working knowledge of the sport of orienteering
- A full current UK driving licence, a car, and appropriate insurance for business use
- Current Disclosure Barring Service certificate
- Excellent verbal and written communication and marketing skills
- Good administrative IT skills (e.g. Microsoft Office, or equivalent; web content editing and use social media to market the club and its activities)
- Experience with orienteering software (OCAD; Condes and/or Purple Pen; Autodownload/SITiming)
- Based in the area local to the club

Desirable criteria

- Orienteering coaching qualification
- An excellent working knowledge of orienteering at beginner and junior levels
- A relevant sports development qualification
- Qualification to deliver Teaching Orienteering Part 1 courses
- 1st Aid qualification
- Good availability on Saturdays or Sundays throughout the year.
- Available for some evening sessions or meetings too





Working arrangements and remuneration

The Successful applicant will be required to:

- Comply at all times with Government and British Orienteering safeguarding and other requirements as varied from time to time, including COVID-19 related requirements
- respond to communications from Orienteering Foundation (OF), normally within one week
- provide Orienteering Foundation with a quarterly summary of the finances relevant to the CDO's work
- send a summary report on the project progress to OF after 3, 6, 9 and 12 months, which at minimum should list the primary targets and achievement against them (which initially may be small) together with a summary of what has been done and any comments about progress that are thought appropriate.
- only issue public statements (except to SBOC members) on the project (except under clause 11 of the MoU) which have been agreed with OF, and ensure in any public statements that the OF's contribution to the project is acknowledged

The CDO will report to the SBOC chair and the two will meet on a regular basis – at least monthly – to review activities, achievements, ideas, plans, need for support, etc. The CDO will provide a monthly briefing to the SBOC Committee. Further progress reports may be required for the grant funders.

The CDO will work on a self-employed basis. The remuneration of the contracted services will be **£8,000 for a 12 month contract**. It is estimated that delivering the objectives may require the CDO to work for an average of 1.5 days per week per year (excluding travelling time). However, the CDO will be expected to vary their working hours as required to deliver the project objectives.

Payment will be Monthly on presentation of timesheets and delivery of planned objectives and tasks. The club will support the project with funding costs of maps, equipment and advertising.

The CDO position is a cornerstone of SBOC strategic plan and hence we hope the role to be maintained over a number of years (subject to funding and delivery). The CDO service contract will be for one year initially. Subject to mutual agreement, the contract will continue on the basis of satisfactory delivery of outcomes and will be offered on a year by year basis. Either party will be able to end the contract on one month's notice period.

The role will require working from home, with significant local travel and on-site work. Own car transport and UK Driving licence essential. No travel expenses will be paid in connection with normal activities (e.g. arranging local training sessions).