

Role Description – Events Co-ordinator – Grampian Orienteers

This is a voluntary role.

Responsible to: Club President/Chairman, club membership

The main role of the Events Co-ordinator is to manage the club's programme of competitive events. The tasks might be split between 2 people – in which case clear delineation of duties and communication are essential. The Events Co-ordinator is usually a committee member.

Specific tasks include:

- liaise with nearby clubs and SOA Fixtures Secretary as appropriate
- with club committee, plan programme of events in line with club strategy
- working with the Volunteer Manager, ensure appointment of appropriate main officials
- obtain permission from landowners/managers
- register events with BOF
- create & maintain event pages on club website or pass information to Web Editor
- liaise with Mapping Co-ordinator re. map currency
- pass information to Publicity Officer
- pass information to IT Co-ordinator for OEntries setup
- ensure information on BOF website and club website is kept up to date
- report participation figures on BOF website; ensure information goes to Treasurer
- ensure post-event reviews are carried out and action points followed through
- maintain Event Organiser's Manual
- pass records of participation and helpers (for insurance purposes) to membership secretary.

Duration/frequency:

- the Events Co-ordinator is usually in post for 3 years
- committee meetings are generally held once every 2 months

Knowledge/skills/attributes required:

- well organised
- good understanding of orienteering event structure and requirements

This is NOT "Regulated Work" under the terms of the Protection of Vulnerable Groups legislation and therefore does not require the post-holder to be a PVG Scheme member.

The Events Co-ordinator might also take on other club roles, for which separate role descriptions are available.

Helen Anderson, CPO

1.1.17, review by 1.1.20