

Role Description – Mapping Co-ordinator – Grampian Orienteers

This is a voluntary role.

Responsible to: Club President/Chairman, club membership

The main role of the Mapping Co-ordinator is to maintain the club's full map inventory (electronic files). The Mapping Co-ordinator is usually a committee member.

Specific tasks include:

- lead on guiding club committee to appropriate selection and prioritisation of areas to map
- liaise with nearby clubs as appropriate
- manage projects for new maps and updates in line with club development plan
- apply minor updates as required
- undertake small mapping projects
- liaise with Events Co-ordinator as required for events
- hold master copies of club's map files and ensure proper version control; supply to planners for events
- handle requests for use by other clubs etc.

Duration/frequency:

- the Events Co-ordinator is usually in post for 3-5 years
- committee meetings are generally held once every 2 months

Knowledge/skills/attributes required:

- IT literate, preferably competent with OCAD
- well organised
- good understanding of orienteering event and map 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 Mapping 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