

## World Orienteering Championships 2022

### Event Director – Job Description



The Scottish Orienteering 6-Day Event Co Ltd is seeking to fill the role of Event Director for the World Orienteering Championships 2022 (WOC 2022) which will be staged in Edinburgh.

The Scottish Orienteering 6-Day Event Co Ltd is the Local Applicant underwriting this event and is assisted by the key partners of British Orienteering, Scottish Orienteering Association, EventScotland, City of Edinburgh Council and the University of Edinburgh (the “Steering Group”)

<b>Title</b>		<b>Event Director</b>
	<b>Overview of role</b>	The Event Director will coordinate and manage the delivery of WOC 2022 on behalf of the Steering Group. The Event Director will refine and implement a project plan and timeline in which to deliver WOC 2022
	<b>Responsible to</b>	Chair, Scottish Orienteering 6-Day Event Co Ltd
	<b>Salary</b>	Negotiable (see below). The hours to be worked and the timing of salary payments would be agreed in advance of appointment. The appointment will be on a self-employed basis.
	<b>Appointment and Communications</b>	<ul style="list-style-type: none"><li>Attend Steering Group meetings</li><li>Chair Organising Committee meetings</li><li>Liaise and communicate with all stakeholders (including key partners and the International Orienteering Federation (IOF))</li><li>Representation at IOF High Level Event Seminars and the World Orienteering Championships 2020 in Denmark</li><li>An appointment will be made as soon as practicable and will extend until approximately 3 - 6 months after the event. The amount of time required for the implementation of the job will vary throughout the term of the contract with a limited amount of work only over roughly the first 18 months of the contract. It is expected that the workload will increase as the event approaches. The time required to fulfil the demands of the role will be subject to review during the term of the contract. Payment under the contract will reflect the hours expected to be worked and will be agreed at the time of appointment. An indicative amount is £200 per day plus expenses dependent on the experience of the successful applicant.</li></ul>
	<b>Main responsibilities</b>	Leadership <ul style="list-style-type: none"><li>To lead an effective Organising Committee, comprising clearly defined delivery sections across all elements of the event,</li></ul>

Title	Event Director
	<p>including operations, finance, marketing/ PR, IT, TV rights, venues and facilities to ensure successful delivery of the event</p> <ul style="list-style-type: none"> <li>• Maintain on-going communication and liaison with event partners and deliverers</li> <li>• Assist with the appointment of Organising Committee members</li> </ul> <p>Reporting</p> <ul style="list-style-type: none"> <li>• Report to the Board of Directors, Scottish Orienteering 6-Day Event Co Ltd and to the Steering Group as required</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>• Deliver the event in accordance with the approved budget</li> <li>• Refine the budget for the event and re-forecast the budget as and when appropriate</li> <li>• Oversee the accounts for the event as specified by the WOC 2022 Finance Director and the Finance Director, Scottish Orienteering 6-Day Event Co Ltd</li> <li>• Ensure that all necessary Agreements are in place with the IOF, including marketing and TV rights</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Deliver the planning, organisation and administration of WOC 2022 through the establishment of a timeline and project plan leading up to the event</li> <li>• Establish appropriate administrative systems to support the project plan</li> <li>• Maintain accurate record of meetings and decisions electronically and in hard files to ensure accurate reporting to partners</li> </ul> <p>Logistics</p> <ul style="list-style-type: none"> <li>• Work with the Assistant Event Director to ensure that the necessary infrastructure is in place including race arenas and event overlay</li> <li>• Ensure relevant permissions are in place for all competition areas</li> </ul> <p>Technical</p> <ul style="list-style-type: none"> <li>• Work with the Technical Director to ensure the competitions meet the vision for the event and the standards agreed and laid down by the IOF including mapping, race formats and supporting technologies</li> </ul> <p>Spectator Races</p> <ul style="list-style-type: none"> <li>• Work with the designated lead to deliver a successful programme of spectator races held in conjunction with WOC 2022</li> </ul> <p>Marketing and PR</p> <ul style="list-style-type: none"> <li>• Work with partners and the IOF to develop and execute a marketing plan that will promote WOC 2022 within Scotland and across the world for VisitScotland's key markets</li> <li>• Work with partners and the IOF to develop and execute a media and PR plan that will increase awareness and interest in the event and promote Edinburgh as the perfect stage for such events</li> </ul> <p>Merchandising</p> <ul style="list-style-type: none"> <li>• Work with the designated lead to design, promote and sell WOC 2022 branded clothing and other related articles</li> </ul> <p>Sponsorship</p>

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		<ul style="list-style-type: none"> <li>• Work with the designated lead and in line with IOF requirements to develop sponsorship deals</li> </ul> <p>Volunteer Recruitment and Management</p> <ul style="list-style-type: none"> <li>• Work with the designated lead to recruit and manage volunteers (individuals and groups, orienteers and non-orienteers) to assist with the staging of the races</li> </ul> <p>Accommodation and Transport</p> <ul style="list-style-type: none"> <li>• Work with the appointed ground operators and local partners to ensure accommodation and transport arrangements are in place to support the successful delivery of WOC 2022</li> </ul> <p>Medical</p> <ul style="list-style-type: none"> <li>• Prepare and implement medical provision for the duration of the event</li> </ul> <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> <li>• Establish and agree measureable performance and quality benchmarks with partners and the IOF across the event and ensure the appropriate monitoring systems are in place to evaluate outcomes</li> <li>• Produce a full and detailed debrief report on the event, including a report on performance against agreed benchmarks</li> </ul> <p>The Event Director may seek to delegate certain of the above duties but will retain responsibility for the duties.</p> <p>Any other duties as and when required commensurate with this post</p>

## World Orienteering Championships 2022

### Event Director – Person Specification

Person specification	DESCRIPTION
<b>1. Qualifications</b>	
Essential	Degree or equivalent
Desirable	Formal qualification in event/sport management Degree or similar qualification
<b>2. Experience</b>	
Essential	Successful project management Proven experience in the sports sector Proven experience of working with the volunteer sector Experience in producing plans, providing feedback, producing reports Computer literacy including email and MS Office
Desirable	Attendance (in any capacity) at a World Orienteering Championships Experience in organising major orienteering events Experience of working with a number of contractors

Person specification	DESCRIPTION
	Experience in managing a wide range of stakeholders
<b>3. Knowledge</b>	
Essential	Knowledge of the volunteer sector Knowledge of current competition or event practices at Elite level in orienteering or another sport An understanding of strategic issues in sport
Desirable	The organisation of major events in orienteering, especially Elite level The organisation of sport in the UK Knowledge of Risk Management
<b>4. Skills and abilities</b>	
<b>Planning and Delivery</b>	
Essential	Ability to manage multiple projects Ability to effectively prioritise and plan own workload and remain outcome orientated Ability to audit the effectiveness of the system of staging events from planning to delivery Ability to schedule activities and help others schedule their activities Ability to budget and monitor spending Ability to prioritise and take a proactive approach to accommodate changes in priority and to meet tight deadlines
Desirable	Familiarity with project planning and risk management tools and techniques
<b>Problem solving and decision making</b>	
Essential	A positive approach to problem solving, decision making and dealing with people including volunteers The ability to be inventive and pursue innovative ideas
Desirable	Ability to remain calm and respond positively to challenging situations and difficulties
<b>Communications and influencing</b>	
Essential	Ability to influence people and use influencing skills to deliver change Ability to produce written reports and present them as required Excellent inter-personal skills, to liaise with volunteers and other staff and where appropriate external bodies Ability to develop strong relationships with stakeholders
Desirable	Ability to explain projects and event strategy to staff and volunteers
<b>Management and leadership</b>	

<b>Person specification</b>	<b>DESCRIPTION</b>
<b>Essential</b>	Confidence to lead a large team Ability to negotiate and deal with conflict
<b>Desirable</b>	Effective at delegation of responsibilities and tasks
<b>Teamwork and personal impact</b>	
<b>Essential</b>	Ability to operate as a team member and leader Ability to lead teams of people both paid and unpaid
<b>Desirable</b>	Creates a positive experience for team members
<b>Other considerations</b>	
<b>Essential</b>	Highly motivated to 'make a difference' The willingness to travel to meetings/events and work unsocial hours at weekends and evenings An understanding and commitment to equal opportunities An understanding of and commitment to your individual responsibility to comply with Health & Safety 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
<b>Desirable</b>	Willing to learn new skills where necessary to effectively undertake the role

## How To Apply

The closing date for applications is 13 April.

Applications should be made to [david\\_kershaw@blueyonder.co.uk](mailto:david_kershaw@blueyonder.co.uk) enclosing a CV and covering letter.