

Army Orienteering Association – Replacement of Coaching Officer on Retirement

Applications are invited for the replacement for the Army Orienteering Association's (AOA) coaching officer, who is retiring in May 21. This important part-time appointment coordinates and delivers coaching to soldiers and plays a pivotal role in developing orienteering as an 'individual military skill' in the British Army. The role forms part of a partnership of mutual benefit between the AOA and the 'community' of civilian orienteers. If you are passionate and knowledgeable about coaching; well organised; a highly skilled communicator, capable of developing solid partnerships, then this appointment may well suit you.

Procedure for application. All interested applicants are invited to submit their CV, containing their contact details, coaching qualification and experience, by email, to the AOA Secretary (mark.robson820@mod.gov.uk) no later than Fri 30 Oct 20. CoC endorsement may be required for serving personnel.

Process of selection. Suitable applicants will be called forward for an interview between the 9 – 27 Nov 20, the AOA aspire to make a formal decision NLT Mon 30 Nov. The interview may be held in person or by zoom/skype. Only one successful applicant will be selected and appointed as the designate following the interview process.

The successful candidate will be invited to make handover arrangements with the current AOA Coaching officer and be expected to be in place from May 21.

Knowledge, Skills/Experience, and Assurance:

- Should be a regular/reserve officer or NCO - access to MODNET and various booking systems is essential (e.g. BAMS, Clarity Suite)
- Must be a Member of British Orienteering (BO)
- Must have evidence of coaching competence and ability to demonstrate a desire to achieve UKCC Level 1 Certificate in Coaching Orienteering and beyond (to include qualified first aider to a standard compatible with the BO coach licencing scheme)
- Proven communication skills (written and verbal)
- Proven ability to be proactive, work with minimal direction and no supervision
- Highly motivated, effective at coordinating volunteers and organising events
- Sufficient IT skills to effectively plan, manage, communicate and report, including managing networks, internet connections and peripherals
- Must be prepared to enforce COVID-19 Force Health Protection Instruction (FHPI) mandated measures
- Previous regular military service very beneficial

Further Details. Role Purpose and Responsibilities (within course budget allocation):

Pre course:

- Coordinate a number of 4-day courses (incl: basic, intermediate, advance, and planners) three times per year (Mon to Thu, Jan/May/Sep); with dates agreed with Army School of Physical Training (ASPT); and (Fri) conduct Open O Mapper users or other training as directed by the AOA Secretary
- Book through military system: training areas, food, accommodation and transport

- Book course coaches and (where possible) facilitate the provision of volunteers to assist the coaches
- Submit Exercise Action and Safety Plan (EASP) and associated documents and attend the Longmoor annual safety brief in January of each year
- Advertise courses on BAOC web page under events, to allow ASPT to coordinate attendance and issue Joining Instructions

During course: Courses to be held at the AOA Centre of Excellence, Building 25, Longmoor Camp, Liss, Hampshire, GU33 6EL

- Act as course officer; assist coaches; and, provide British orienteering resources needed
- Provide ASPT with confirmation of attendees

After course:

- Collate the coaches and students' de-brief points and amend course(s) as required
- Advise ASPT and AOA of changes

Other tasks:

- Maintain AOA building 25 at Longmoor and administrative support to two permanent orienteering courses
- Be prepared to take phone calls and deal with emails during working days when outside of course duties
- Occasionally, and with agreement, support AOA Secretary to complete other short-term tasks

Contract period. Agreement initially for one year; with extension for further two years subject to satisfactory performance and funding; followed by further extensions.

A Stipend of £170 per day (not applicable for Regular Serving personnel) will be facilitated through the MOD's Fee Earner arrangements, up to a total of 48 days per year. For Army Reserves, this is separate to Reserve Service Days (RSDs); RSDs must not fall on dates/days claimed.