# Role Description – Events Co-ordinator - <TAYSIDE ORIENTEERS>

**This is a voluntary role.**

**Responsible to**: Club Chair, club membership

**The main role of the Events Co-ordinator is to manage the club’s programme of competitive events. Tasks can be delegated but the Events Co-ordinator is the point of contact for any event related business and for reporting to the Committee.**

**Specific tasks include:**

* devise an event strategy for the club
* with club committee, club lead coach and mapping coordinator, plan programme of Club events in line with club strategy
* ensure appointment of appropriate main officials for events
* encourage members to become organisers and planners and help coordinate mentoring schemes at events
* plan training events for new officials.
* pass event information to Web Editor for Events page
* liaise with Mapping Co-ordinator re. map updating etc.
* ensure post-event reviews are carried out and action points followed through
* keep records of participation and helpers (for insurance purposes)
* act as a point of contact for event enquiries from other clubs

**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.