

Orienteering Foundation



Vacancy: Administrator

The Orienteering Foundation is looking for an organised and reliable **Administrator** to support the smooth running of the charity. This is a flexible support role, working closely with the Chair, Trustees and Finance Officer to help coordinate meetings, manage key correspondence and keep important records up to date.

Role & responsibilities

- **Board meetings** - Support the Board of Trustees by helping to organise meetings, prepare agendas and circulate papers. Take minutes, maintain action logs and follow up on actions arising from meetings.
- **Ambassador meetings** - Support ambassador meetings and help prepare notes and communications. Minutes, action logs etc as per board meetings above.
- **Charity governance** - Keep key governance records up to date, including trustee terms of office and the register of interests, and correspondence with the Charity Commission.
- **Grant applications** - Help administer grant applications, including acknowledgements, circulation of papers and communication of outcomes.
- **Donors** - Assist with donor correspondence and administrative follow-up.
- **Reporting** - Contribute to the preparation of the annual report and related submissions.
- **Privacy** - Maintain confidentiality and handle records in line with data protection requirements.

Time commitment

The role is expected to average around half a day per month across the year.

Fee and expenses

The role is essentially voluntary, but we do offer a modest honorarium fee, plus travel expenses for meetings. There is typically one face-to-face Board meeting each year, with the remaining board and ambassador meetings held online.

Person specification

Essential

- Strong administrative and organisational skills.
- Ability to write clear agendas, notes and minutes.
- Good attention to detail and ability to maintain accurate records.
- Confidence communicating by email with a range of stakeholders.
- Ability to work independently and manage deadlines.
- Discretion and the ability to handle confidential information appropriately.
- Reasonable confidence using common online tools for meetings, document sharing and correspondence.
- An interest in and understanding of orienteering.

Desirable

- Previous experience supporting a committee, board or charity.
- Familiarity with charity governance or reporting requirements.
- Experience drafting or compiling annual reports or similar documents.
- Familiarity with Microsoft Office (Word and Excel).
- Familiarity with Google Drive.

How to apply

If you are interested in this role, we would be pleased to hear from you. Please send an expression of interest outlining your relevant experience and why you would like to support in this role to the Orienteering Foundation by 30th June 2026 to either of:

- the current Chair, Andrew Evans chair@orienteeringfoundation.org.uk
- the current Administrator, Viv Macdonald admin@orienteeringfoundation.org.uk

Alternatively, if you would potentially be interested and want to learn a little more, please also get in touch with either Andrew or Viv.