

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 Commisison.
- **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

We offer a fee of £350, plus travel expenses for meetings. There are typically two face-to-face Board meetings each year, with the remaining 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.

Desirable

- Previous experience supporting a committee, board or charity.
- Familiarity with charity governance or reporting requirements.
- An interest in or understanding of orienteering and the wider sport.
- 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 a short expression of interest outlining your relevant experience and why you would like to support the Orienteering Foundation by 31st May 2026 to either of:

- the current chair Andrew Evans chair@orienteeringfoundation.org.uk
- the current administrator Viv Macdonald admin@orienteeringfoundation.org.uk