



IOF SECRETARY GENERAL/CHIEF EXECUTIVE

The International Orienteering Federation (IOF) is the international governing body of the sport of orienteering. The IOF governs four orienteering disciplines: orienteering, mountain bike orienteering, ski orienteering, and trail orienteering. The IOF was founded in 1961 and recognised by the International Olympic Committee (IOC) in 1977. Currently, the IOF has 75 member countries. The IOF Office is in Karlstad, Sweden and has 2 full-time and 4 part-time staff.

The IOF's Strategic Vision is that Orienteering is the most attractive adventure-based sport for all ages, and our Mission is to promote the global growth of orienteering and develop competitive and recreational orienteering.

JOB OUTLINE

The Secretary General/Chief Executive Officer (CEO) is responsible for the operational leadership of the IOF within the Strategic Directions and Activity Plan agreed by the IOF General Assembly.

The position is full-time and involves leading the IOF professional team, creating and managing outsourced services and the direct delivery of key functions.

The CEO is accountable to the IOF Council and on a day-to-day basis the IOF President is the CEO's line manager.

Salary by negotiation.

JOB DESCRIPTION

The CEO is responsible for managing the professional staff of the IOF and outsourced services to deliver the following specific functions:

Communications

- Developing the external communications and brand development of the IOF and orienteering.
- Developing effective communications and consultations with IOF member federations and other relevant bodies

Commercial

- Implementing the IOF's Commercial Strategy especially in respect of television, rights management and partnerships.

Financial and Legal

- Managing the finances of the IOF
- Ensuring that all contractual matters relating to the running of the IOF are effectively organised

Development

- Supporting the development of orienteering as a global sport in consultation with Member Federations and Commissions
- Supporting the organisation of IOF major events in all disciplines

International relations

- Creating and maintaining international contacts and represent the IOF as required on relevant bodies.

Administration

- Advising the Council and Commissions on all relevant matters and following up decisions made by Council and Commissions
- Organising meetings of the IOF Council, Commissions and General Assembly as required
- Organising the IOF's anti-doping programme in line with the World Anti-doping Code



PERSONAL QUALITIES

- Educated to degree level in a relevant discipline
- Fluent in written and spoken English, other languages beneficial
- Excellent communication skills and ability to work in partnership with volunteers
- Executive experience in national or international sports administration
- Knowledge of the sport of orienteering
- Experience of sponsorship management
- Experience of managing an international professional team
- Financial and contractual management experience and skills
- Experience working in a digital working environment

HOW TO APPLY

If you are interested in applying for this position please apply by email to IOF President Leho Haldna leho.haldna@orienteering.sport by 31 July 2021.

Please include the following:

- Your full CV and contact details
- A short statement of why you want the job and what you would be able to bring to the position (Maximum 1000 words)
- An indication of your preferred salary range

For further information on the IOF please consult our website www.orienteering.sport
Further enquiries about the post should be addressed to IOF President Leho Haldna at the email address above.