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**JOB DESCRIPTION**

**Job Title:** Group Development Manager (Maternity Cover)

**Reports to**: Director of Operations

**Role Purpose**

To manage and develop the growth of the RDA network by supporting the process and people involved with setting up new groups and the development of existing groups, together with associated support for the RDA network in order to increase the capacity of RDA to work with more riders and drivers.

**Specific Responsibilities**

1. To manage and drive the RDA Growth plan by:
* Coordinating the growth plan ensuring it is kept up to date, on target and within budget;
* Supporting the volunteers delivering the actions within the growth plan;
* Liaising with the relevant Growth board member with updates on the project;
* Liaising with other members of the National Office team to ensure growth objectives are included wherever possible;
* Providing a quarterly report on the progress of the growth plan to the board of trustees.
1. To manage the system to recruit, set up and support new RDA Groups by:
* Acting as the key point of contact for people interested in starting new Member Groups and giving support to them as necessary;
* Supporting the network of New Group Liaison Officers (NGLOs) to maximise the number of new group enquiries that lead to new groups;
* Developing the system for new groups and ensuring that the processes are up to date and fit for purpose;
* Ensuring that the paperwork for new groups is complete;
* Managing the process of creating a new group liaising, as necessary with the relevant charity regulators;
* Planning and delivering training for new group volunteers to increase their knowledge and understanding of all RDA has to offer;
* Supporting the network of NGLOs to ensure their knowledge and support is up to date.
1. To support the effective governance of existing groups by:
* Managing a clear and robust system for existing RDA groups to change their charitable status from unincorporated to a Charitable Incorporated Organisation (CIO).
* Acting as principle point of contact with the Charity Commission, OSCR and the CCNI and passing on information as necessary, in pursuit of setting up new groups or changing the legal status of groups;
* Managing the process to merge, close or withdraw groups from membership & ensuring the Board of Trustees are aware of any changes.
1. To oversee the development and effective implementation of the Accessibility Mark programme by:
* Managing the team delivering the AM programme;
* Supporting the development of AM and ensuring there is a robust plan in place;
* Ensuring the production of reports to BEF and/or Sport England in a timely fashion;
* Supporting the development of the ASOs;
* Liaising with the Chief Executive about funding for the programme from BEF.
1. To be pro-active in communicating with RDA Groups:
* listen to the achievements and / or concerns of individual groups
* explain the ways in which National Office can support and enable each group to flourish
* visit groups to observe good practice
* seek to publicise more widely the best of what is achieved
1. To assist others at National Office:
* attend and service the National Championships
* proactively take part in the rota system
1. To undertake such other duties as the Chief Executive and Director of Operations shall from time to time determine.

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Project/Event Management** | * Experience of delivering multiple projects to time and in budget
* Experience of project monitoring and evaluation
 | * Creativity
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| **Business Development** | * Proven experience of building relationships with partners and stakeholders
* Evidence of being able to influence business growth
 | * Experience of creating and sustaining partnerships with external organisations
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| **Communication** | * Excellent communication skills
 | * Experience of giving presentations and training
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| **RDA**  | * Empathy with aims and values of RDA
* Experience of working with volunteers
 | * Experience of working with a charity
* Some knowledge of equestrian world
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| **General**  | * Ability to work independently to agreed targets
* Ability to multi-task
* Good IT and general admin skills
* Able and willing to drive
 | * Generation of creative ideas
* Use of database
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**ADDITIONAL INFORMATION**

**Role details**

* The role is maternity cover, full time
* The salary offered is £25,000 (pro rata) + benefits (Pension, PHI, death in service)
* The role is office based at RDA National Office, Lowlands Equestrian Centre, Shrewley, CV35 7AX, with days also working from home during Covid-19 restrictions
* The post holder may be required to visit RDA member groups, centres and partners.