

## **Regional Co-ordinator – covering NE & South Yorkshire**

**£ 25,000 + benefits**

5 days Full time (34 hours p/w)

Fixed term 6 month contract / Secondment opportunity

Location: Home based/Remote worker in the North East & South Yorkshire area with frequent travelling throughout the region. Attendance at RDA National Office in Warwickshire will also be required from time to time as necessary.

Closing date: 5<sup>th</sup> October 2022

At Riding for the Disabled Association (RDA), our horses benefit the lives of over 25,000 disabled children and adults. With fun activities like riding and carriage driving, we provide therapy, fitness, skills development and opportunities for achievement – all supported by 18,000 amazing volunteers and trained coaches at nearly 500 RDA groups and commercial riding centres all over the UK.

This is an exciting time for us as we launch our ambitious 9-year strategy for growth and development. To ensure we meet our goals, we are looking for an enthusiastic team player to support our Group Development Manager to achieve our growth goals. This is a fantastic opportunity for someone who shares our values and is looking to further their career in project management and/or sport development.

### **Role Purpose:**

To pilot an approach over a 6 month period to stimulate growth in numbers of participants in RDA activities in the North East and South Yorkshire Region.

### **Specific Responsibilities:**

1. To lead and manage the project to achieve the stated aims and objectives by:
  - Managing the delivery of the project plan, to be revised and updated regularly to ensure activities are on track
  - Making best use of resource and skills available including Regional and County volunteers, and from National Office (where necessary)
  - Reporting regularly to the Group Development Manager and North East & South Yorkshire Regional Chair on any changes to the project plan or blockers to success
  - Reporting on project targets, measures and milestone as required internally or by external funders.
  - Reporting on impact of the project and lessons learned throughout the project.
  
2. To work closely and collaboratively with the North East & South Yorkshire Regional Team to:
  - Understand the focus and priorities of the Regional Committee
  - Develop a shared understanding of the Region
  - Collaborate on the development emerging ideas

3. To support existing Groups and AM centres within the pilot project areas to consider growth or to grow, through:
  - Development of a thorough understanding of the Groups and AM centres within the pilot project area and any barriers to further growth and development
  - Provide direct or indirect support (via volunteers) where suitable to address these barriers – including but not limited to support on recruiting volunteers, discussions about ways of operating
  - Identify new opportunities for growth
  - Development of the relationship between groups & their local AM centre to generate growth opportunities for both
  - To promote and develop the competition opportunities open to AM riders via existing virtual and onsite competitions
4. To develop Regional and local partnerships within the pilot area to:
  - Provide new participants to Groups and AM centres
  - Provide new volunteers to Groups and AM centres
  - Manage any waiting list for RDA activities or volunteering opportunities in the pilot area
  - Understand the local demand for RDA services
5. Proactively support the development of new groups and AM centres where demand exceeds supply
6. To develop the concept of Regional Hub/s to:
  - Provide a centralised point for Regional Activity (e.g. coaching)
  - Provide a showcase for RDA Activities, including piloting of any new activities developed in the Region
  - Provide a hub for support to Groups and AM centres
7. To work closely with other RDA National Office teams and any customers throughout the development and delivery of the project including the following where necessary:
  - Communication/ promotion of the project as it develops and/or on completion.
  - Development of proposals for processes to roll out the project into a wider geographical area and/or the wider organisation
  - Development of local systems and processes to support the project and any proposals for IT that may be necessary to support the future expansion of the project.
8. To be pro-active in communicating with RDA UK network, Groups and Accessibility Mark centres by:
  - Listening to the achievements and / or concerns of individual groups/AM centres
  - Explaining the ways in which National Office can support groups/AM centres
  - Visiting groups/AM centres to observe good practice
  - Share good and best practice across groups/AM centres
9. To assist others at National Office by:
  - Working with others in the team to be part of wider projects, events, activities and supporting groups, volunteers and participants

10. To undertake such other duties as the Chief Executive or Director of Operations shall from time to time determine.

**Person specification**

Criteria	Essential	Desirable
<b>Knowledge, Experience and Education</b>	<ul style="list-style-type: none"> <li>• Experience of working collaboratively with volunteers and external organisations and building partnerships</li> <li>• Experience in working independently using own initiative</li> <li>• Knowledge of supporting volunteer-led organisations to develop</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sports/ club development</li> <li>• A working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice.</li> </ul>
<b>Project skills</b>	<ul style="list-style-type: none"> <li>• Experienced project manager having used a range of project management tools and techniques</li> <li>• Excellent organisational skills</li> <li>• Ability to set and achieve targets to agreed deadlines</li> <li>• Able to multi-task</li> <li>• Experience of project monitoring and evaluation</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing and supporting events</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Experience of representing an organisation to external bodies to promote the work of the organisation</li> <li>• Excellent communication and relationship building skills (written and verbal)</li> <li>• Good customer service skills</li> </ul>	
<b>RDA</b>	<ul style="list-style-type: none"> <li>• Empathy with aims and values of RDA</li> <li>• Knowledge of RDA or wider equestrian industry - especially riding schools.</li> <li>• Experience of working with and empathy with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of RDA structure</li> </ul>

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Good computer literacy including Excel</li> <li>• Customer service experience</li> <li>• Ability to work independently to agreed targets</li> <li>• Willingness and ability to travel independently and frequently throughout the pilot area and Nationally (when required)</li> </ul>	<ul style="list-style-type: none"> <li>• Use of databases</li> </ul>
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### **Working for RDA**

The dedicated and committed staff team at RDA National Office supports the work of around 460 individual RDA groups and a further 50 commercial riding centres throughout the UK. We offer a collaborative and supportive working environment, with a competitive benefits package including 25 days holiday + bank holidays and pension scheme. We offer up to 5 volunteering days a year, personal discount on riding lessons and use of the facilities at our National Training Centre.

RDA is committed to promoting equality of opportunity for all staff, volunteers and participants. We aim to create a safe and welcoming atmosphere for everyone and we want to challenge all forms discrimination. We will ensure that we do not discriminate against anyone on the basis of their protected characteristics, i.e. age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex or sexual orientation, or on any other basis. We aim to design and deliver our activities and services in a way which will encourage and support participation from everyone.

We believe that greater diversity within our organisation provides a more diverse perspective. This leads to a broader range of opinions being heard in decision-making and creates a positive and open environment for achieving our objectives.

### **Disability Confident Scheme**

RDA is a member of the Disability Confident scheme. This means we will:

- Ensure our recruitment process is inclusive and accessible
- Communicate and promote vacancies
- Offer an interview to disabled people who meet the minimum criteria for the job
- Anticipate and provide reasonable adjustments as required
- Support any existing employee who acquires a disability or long term health condition, enabling them to stay in work

### **How to apply**

Email your CV and a covering letter to Catherine Holland, Group Development Manager, [cholland@rda.org.uk](mailto:cholland@rda.org.uk) , Tel: 01926 405962 . As part of our commitment to equality and diversity, we would like all applicants to complete this completely anonymous survey so we can understand the demographics of those applying for RDA roles:

<https://www.surveymonkey.co.uk/r/Newroleapplicationsurvey>

Closing date for applications: 5<sup>th</sup> October 2022

Interviews to be held week commencing 10<sup>th</sup> October