

### **Volunteer Recruitment Co-ordinator -**

Recruiting for 2 roles covering: North East & South Yorkshire, Yorkshire & Cleveland

£ 25,000 pro rata + benefits

2 days Part Time (14 hours per week) – secondment & freelance considered

Fixed term contract until March 2023.

Location: Home based/Remote worker in one of the two areas - North East & South Yorkshire or Yorkshire & Cleveland, with frequent travelling throughout the region. Attendance at RDA National Office in Warwickshire will also be required from time to time as necessary. Please state in your application which location you are applying for.

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 volunteers in RDA Groups in the North East and South Yorkshire Region.

### **Specific Responsibilities:**

1. To develop a clear project brief in line with key performance indicators/specification at the commencement of the pilot project to include:
  - Clear aims and objectives including clear completion criteria
  - Resource requirements
  - Budgets and timelines
  - Stakeholder mapping to ensure the right people are included at the right time
  - Monitoring and evaluation plan for the project
2. 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.
3. To work closely and collaboratively with the North East & South Yorkshire Groups to:
    - Understand the current challenges/blockers around volunteer recruitment
    - Expand the knowledge and confidence around volunteer recruitment
  4. To support existing Groups centres within the pilot project areas to recruit volunteers by:
    - Development up-to-date and relevant resources available to volunteers at Group level
    - Design and deliver training workshops increasing marketing skills, knowledge and confidence available at Group level
  5. To run targeted volunteer recruitment marketing campaigns for the North East and South Yorkshire RDA region.
  6. 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.
  7. To be pro-active in communicating with RDA UK network, Groups by:
    - Listening to the achievements and / or concerns of individual groups/AM centres around volunteering
    - Explaining the ways in which National Office can support volunteer recruitment at Group level
    - Visiting groups/AM centres to observe good practice of volunteer recruitment and experience.
    - Share good and best practice of volunteer management across groups/AM centres
  8. To assist others at National Office by:
    - Working closely and collaboratively with the Volunteer Development Coordinator
    - Working with others in the team to be part of wider projects, events, activities and supporting groups, volunteers and participants
  9. 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</li> <li>• Experience of recruiting volunteers into the charity sector</li> <li>• Charity sector marketing experience</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> </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>	<ul style="list-style-type: none"> <li>• Facilitation and training 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: 01962 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> September 2022