

ROLE PROFILE NEW GROUP LIASON OFFICER



The Role:

The New Group Liaison Officer is the first point of contact for individuals who would like to start a new RDA Group and they are at the forefront of increasing opportunities for participants to ride and drive.

With a good understanding of RDA and its policies and procedures, New Group Liaison Officers spend time introducing interested parties to RDA promoting the benefits of membership and following this provide ongoing support throughout the registration process.

New Group Liaison Officers work closely with the Regional and County Chairmen and the New Groups Officer at RDA National Office to ensure that, once established, new groups have access to the support of the wider RDA community.

Responsibilities:

- Making initial contact with individuals interested in setting up a new group and providing an introduction to RDA
- Providing ongoing support throughout the set up and registration process including applications to the charity commission and companies house
- Facilitating local support for new groups by providing introductions to county and regional officers and arranging for a local group to act as a mentor to support the training of new coaches and basic training for volunteers
- Working with the Regional Chairman in identifying opportunities for and supporting the promotion and formation of new groups
- Attending regional committee meetings and informing regional officers on the progress of new groups
- Carrying out such responsibilities as may be delegated from time to time by the regional chairmen

Method of Appointment:

- A New Group Liaison Officer will be appointed by the Regional Committee.