**Training and Education Senior Coordinator – Training Academy**

**£25,000 + benefits (pro rata)**

2.5 days part-time, (17 hours p/w)

Full time role will be considered with elements of the concurrently advertised Training and Education Senior Coordinator role depending on working pattern preference and balance of skills of applying candidates across the two roles.

Location: Flexible but regular attendance at National Office in Warwickshire will be required as necessary. National travel may be required. Remote working may be considered.

Closing date: 16 July 2021

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 Training and Education Managers and be part of our Training and Education Team. This is a fantastic opportunity for someone who shares our values and is looking to further their career in training and education, project management and/or coach development.

**Role Purpose:**

To co-ordinate and develop training and education projects, with a specific focus on development of a Training Academy.

**Specific Responsibilities:**

1. Working closely with the Training and Education Managers, lead on the creation and implementation of an RDA-wide training academy
   1. Development of detailed project specification and timeline for the project with regular reporting and updates to the Training and Education Managers.
   2. Development of a Working Group of volunteers to input into the development of the project, in particular the development of a mentoring programme where Advanced Coaches mentor aspiring Advanced Coaches enabling knowledge to be spread across the organisation.
   3. Management of volunteers and/or third-party providers, within agreed budget, with specialist skills in developing robust mentoring programmes
   4. Oversee the delivery of the mentoring programme
   5. Development and implementation of a fair, transparent and rigorous process for the selection of Coaches to be involved in the Academy at all levels.
   6. Development and delivery of monitoring and evaluation for the project, supported if necessary by input from a third party, volunteers and/or from RDA staff
   7. Create and enable a series of Communities of Practice for Coaches at different levels to support knowledge sharing
2. Lead on the delivery of the Advanced Coach Modules and Assessments ensuring that:

* Any lessons from the pilot group have been included in any changes to the future programme.
* Sufficient modules are run to meet the needs of RDA coaches. This may involve travelling across the UK.
* Coaches are supported through the Advanced Coach process
* Consideration is made of delivery in alternative locations (hubs) and/or using alternative means to ensure accessibility

1. To be pro-active in communicating with RDA Coaches and Groups by:

* Listening to the achievements and / or concerns of individual groups
* Explaining the ways in which National Office can support groups
* Visiting groups to observe good practice
* Share good and best practice across groups

1. To provide support for training and education matters, particularly by:

* Taking responsibility for planning projects and implementing them
* Deputising in the absence of the training and Education Managers
* Other such tasks as deemed necessary, in agreement with the Training and Education Managers and the Director of Operations

1. To assist others at National Office by:

* Attending and servicing the National Championships, providing support leading up to the event as requested, as well as supporting the event itself
* Working with others in the team to be part of wider projects, events, activities and supporting groups, volunteers and participants

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

**Your skills**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Knowledge, Experience and Education** | * Experience in working independently and as part of a team * Knowledge of RDA * Knowledge or experience of working in training or education | * Experience or knowledge of working in a coach education setting * Sports development / other relevant qualification * A working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice. |
| **Project skills** | * Excellent organisational skills * Ability to set and achieve targets to agreed deadlines * Able to multi-task * Experience of project management tools and techniques | * Experience of managing and supporting events |
| **Communication** | * Excellent communication skills (written and verbal) * Good customer service skills | * Experience of representing an organisation to external bodies |
| **RDA** | * Empathy with aims and values of RDA * Experience of working with volunteers | * Some knowledge of equestrian world * Knowledge of RDA structure |
| **General** | * Computer literacy * Customer service experience * Ability to work independently to agreed targets * Willingness and ability to travel independently nationally (when required), including to some locations not well served by public transport. | * Use of databases |

**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.

**Hybrid working**

Our office is based at the RDA National Training Centre just outside Warwick, and we’d love to see you there at least one day a week to help you feel part of our friendly staff team. We are situated in a stunning 34-acre rural site, with ample parking and free electric charging points. Well-behaved dogs are welcome in the office by prior agreement to aid job satisfaction and wellbeing. For some roles, it may be possible to be a remote worker, which will be specified in any job description.

**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 Angela Sly, Business Support Coordinator, [asly@rda.org.uk](mailto:asly@rda.org.uk)

Closing date for applications: 16 July 2021

Applications will be considered for both this role and the concurrently advertised Training and Education Senior Coordinator – Training Academy role due to the similarities in person specification. Please can you provide a clear statement in your covering letter about your role preference and preferred working pattern (full or part time).

If you do not wish to be considered for both roles, please make this clear in your covering letter.