

RYANI Job Description

Job Title:	Development Officer Northern Ireland (Maternity cover)
Reporting to:	Chief Operating Officer
Salary:	£21,000 - £23,000 per annum (pro rata)
Location:	RYA NI, House of Sport, Upper Malone Road, BELFAST, BT9 5LA (We are currently seeking to move office to accommodate expanding operations within the local area)
Purpose	
<p>To increase regular participation in sailing and windsurfing through sustainable clubs and other affiliated organisations, and to maintain and improve standards of safety, training and volunteer management at RYA affiliated clubs and Recognised Training Centres (RTCs) in Northern Ireland.</p>	
Dimensions	
<p>37 Recognised Training Centres 33 Affiliated Clubs 14 RYA Champion Clubs</p>	
Context	
<p>Line managed by the RYANI Chief Operating Officer</p> <p>The DO role is funded through SportNI and is responsible for the development and implementation of the <i>RYANI Club and Workforce Development Plan</i>.</p> <p>The DO works with and helps develop sustainable clubs and other RYA affiliated organisations through meeting standards and developing volunteers, instructors, coaches and race officials. The role oversees accreditation schemes including RYA Recognised Training Centres, RYA Champion Clubs and RYANI Clubmark.</p> <p>Adheres to the policies and standards agreed by the RYA Training Department in the areas of instructor training and training centre recognition and inspection.</p> <p>Liaises with the RYANI Team including High Performance Manager, Active Clubs Coordinator, Sailability Coordinator, Race Management Coordinator and Regional Communicator.</p>	

Accountabilities

1. Represent the RYA within Northern Ireland by promoting the organisation's inclusive participation, training, race management and coaching programmes and policies.
2. Complete a Club and Workforce Audit of existing clubs, RTCs and other affiliated bodies to identify ongoing development needs and priorities.
3. Work with the RYANI Active Clubs Coordinator on the development of participation and membership programmes.
4. Keep RYA National leads informed regarding regional issues, insight and challenges – align national priorities with regional needs and circumstances to develop and deliver a Club and Workforce Development Plan.
5. Maintain and develop a healthy network of sailing clubs, sailing centres and volunteers in the region through the promotion and implementation of RYA and SportNI development and training programmes.
6. Arrange initial inspections for recognition of RTCs, co-ordinate annual inspections of all RTCs within Northern Ireland and arrange or carry out spot inspections as required by RYA HQ.
7. Co-ordinate instructor training and race management in the Region, ensuring that sufficient courses are available to meet regional and national needs, and keep RYA HQ informed of courses scheduled.
8. Organise and lead in the delivery of key RYANI events including Instructor Training Days, Annual Awards and Honda RYA Youth RIB Challenge.
9. Disseminate good practice from the RYA and advise clubs, RTCs and Champion Clubs within Northern Ireland on participation, volunteer development, sources of funding and other relevant sport development enquiries.
10. Report to the RYANI Development and Training Committee quarterly to review work and develop plans.
11. Manage a budget as required in line with RYANI's financial policies and procedures.
12. Prepare written and oral reports and presentations as necessary relating to the post.
13. To carry out any other duties that, from time to time, may reasonably be undertaken in pursuit of the overall objectives of the organisation.



LOTTERY FUNDED