

RYANI Role Description: Active Clubs Coordinator

Capacity:	Active Clubs Coordinator – Northern Ireland
Reporting to:	Development Officer (DO)
Period:	Fixed term contract to 31st March 2016 subject to Sport NI funding and with the possibility of extension.
<p>RYA Affiliated Clubs and Recognised Training Centres are regarded by the RYA as the backbone of our sports at grass roots level. The success of our sport depends on their health and ability to inspire regular sailing participation. This programme aims to work in partnership with these organisations and others such as marinas along with volunteers to increase regular sailing participation across the country throughout 2015/2016 and beyond.</p> <p>Purpose</p> <p>Post holders will work with RYA clubs and training centres to assist them with developing innovative initiatives and interventions to increase club membership and to create a range of training, learning, education and capacity building opportunities for coaches and volunteers.</p>	

Specific Responsibilities (to include, but not be limited to, the following):

To establish and maintain a comprehensive knowledge of the needs of the clubs engaged in the Active Clubs project.

To initiate the establishment of new sailing and boating clubs where the need is identified, and support the development of existing clubs.

To assist clubs with the development and implementation of new and innovative approaches to sustainable participation initiatives.

To develop and maintain partnerships with a range of key stakeholders (including Local Authorities, Governing Bodies of Sport, Umbrella Organisations, Community & Voluntary Organisations, Statutory Organisations, sports clubs, schools, Education and Library Boards, Health Organisations etc.) to contribute to the delivery of programmes and initiatives.

To identify and disseminate examples of good practice in the development and delivery of sustainable participation initiatives in a variety of settings and, in particular, for targets groups of the Active Clubs Programme i.e.

People aged 14-25 years
Women and Girls
People from areas of high social need.

To plan and coordinate a programme of training, education and learning opportunities for instructors and volunteers.

To assist in the planning, organising and delivery of opportunities for learning and sharing best practice e.g. seminars and conference.

To ensure effective monitoring, evaluation and reporting of programmes and initiatives against pre-determined key performance indicators.

To manage budgets for the development and implementation of Active Clubs related programmes, initiatives, training, and events.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of relevant roles and responsibilities and is subject to amendment in light of the changing needs of the organisation.

Active Clubs Coordinator –Personnel Specification

1.0 QUALIFICATIONS & ATTAINMENTS

Essential Criteria

1.1 * A degree or equivalent qualification which can be proven relevant to the post.

OR

*4 years full time (or part time equivalent) experience working in a similar role in a position of responsibility for a least 3 of the following Areas;

Development of Sports Clubs.

Development of programmes to increase sporting or outdoor recreation participation.

Developing coach/volunteer education programmes.

Developing youth work programmes.

Developing relationships and working with partnership organisations.

Desirable Criteria

1.2 ** An RYA or equivalent coach or instructor qualification.

1.3 **A postgraduate degree in Business Studies or Sports Development.

2.0 RELEVANT EXPERIENCE

Essential Criteria

2.1 * 2 years' experience, full time (or part time equivalent) of supporting the development of sports clubs, volunteers and/or coaches.

2.2 * Demonstrable experience of developing and implementing plans to support the development of sports clubs, volunteers and/or coaches.

2.3 * Demonstrable experience of developing new and innovative approaches to increasing participation within sports clubs.

2.4 * Demonstrable experience of forming partnership with key stakeholders.

2.5 * Demonstrable experience of collating and reporting monitoring and evaluation information.

Desirable Criteria

- 2.6 Demonstrable experience of identifying and disseminating good practice in sports development.
- 2.7 Demonstrable financial management experience including the development and administration of budgets.
- 2.8 Demonstrable experience of the running of a sailing club

3.0 KNOWLEDGE & UNDERSTANDING

Essential Criteria

- 3.1 A knowledge and understanding of club development, including volunteer and coach development.
- 3.2 A knowledge and understanding of the principles of sports development.
- 3.3 A knowledge and understanding of the issues and challenges within sports clubs.

4.0 SKILLS & APTITUDES

Essential Criteria

- 4.1 Competent in the use of Microsoft Office including Outlook, Word, Excel and Powerpoint.
- 4.2 Excellent presentation, oral and written communication skills.
- 4.3 Ability to motivate enthusiasm amongst coaches and volunteers.
- 4.4 Excellent organisational and planning skills.
- 4.5 Excellent interpersonal skills and ability to work as part of a team.
- 4.6 Ability to act on own initiative and take decisions within policy.
- 4.7 Ability to work under pressure and meet tight deadlines.

5.0 CIRCUMSTANCES

- 5.1 * Must be able to work additional hours, some of which may be in the evenings, at the weekend or at short notice.

* Access to a form of transport that will permit the post holder to meet the requirements of the post.

Note to Applicants:

* Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria: 1.0, 2.1-2.5 and 5.1 will go forward to the next stage in the recruitment and selection process.

All other essential and desirable criteria will be assessed at interview and/or selection test.

All offers of employment are subject to receipt of satisfactory Access NI checks.