

## JOB DESCRIPTION



### Project Co-ordinator (Tracker)

**Reports to** Group Support and Volunteer Manager

#### Role Purpose

To successfully deliver the RDA Tracker development plan, ensuring that we implement and develop a robust system using a new digital tool for groups within the UK

#### Specific responsibilities

1. To co-ordinate the development of the Tracker tool and the processes behind it, by:
  - Collating the needs of Tracker users and practising the key changes that need to be made;
  - Working with the system managers and developers (external suppliers) to create the changes;
  - Ensuring that development is within budget;
  - Working with other members of the team to ensure that any changes protect the integrity of the Tracker.
  - Working with RDA lawyers to establish clarity on the ownership of tracker data and ensure that there are robust procedures for managing the data stored by the tracker that are in line with GDPR
  - Ensuring that RDA's intellectual property rights over the Tracker are sufficiently protected;
2. To support the development of the Tracker within RDA, ensuring that all RDA Groups using the Tracker have sufficient guidance and support
  - Being the first port of call for all Tracker related enquires from Groups.;
  - Working with our suppliers to ensure that we develop the Tracker to meet the needs of RDA Groups
  - Providing the necessary administrative support
3. To ensure that data from the Tracker and possible future research is disseminated and used to develop the way in which RDA groups interact with participants and key partners such as schools and potential funders by :
  - Ensuring that processes are in place, or put in place, to meet this need;
  - Promoting a culture of impact measurement within RDA Groups
  - Communicating the possibilities to Groups and Regional network.
4. To be pro-active in communicating with RDA Groups:
  - Listen to the achievements and/or concerns of individual Groups
  - Explain the ways in which RDA UK can support and enable each Group to flourish
  - Visit Groups to observe good practice
  - Seek to publicise more widely the best of what is achieved
5. To assist 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
  - Proactively taking part in the telephone answering system and other duties within the office rota
6. To undertake such other duties as the Chief Executive or Director of Operations shall from time to time determine

## **Person specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Planning &amp; Project Management</b>	<ul style="list-style-type: none"> <li>• Experience of planning and managing projects to deadlines and budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of planning within a complex organisation.</li> <li>• Experience of reviewing and adapting plans</li> </ul>
<b>Medical/therapy knowledge</b>	<ul style="list-style-type: none"> <li>• Openness to the benefits of a range of therapeutic interventions</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Experience of giving presentations and training</li> <li>• Ability to manage a range of views and work proactively with all concerned</li> </ul>	
<b>Charity/Voluntary Sector</b>	<ul style="list-style-type: none"> <li>• Experience of working with a charity</li> <li>• Empathy with volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with volunteers</li> </ul>
<b>RDA</b>	<ul style="list-style-type: none"> <li>• Empathy with aims and values of RDA</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of equestrian world</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ability to work independently to agreed targets</li> <li>• Generation of creative ideas</li> <li>• Computer literacy</li> <li>• Ability to multi-task</li> </ul>	<ul style="list-style-type: none"> <li>• Use of databases</li> </ul>

## **ADDITIONAL INFORMATION**

### **Role details**

- The role is part time – three days a week and is for a fixed term between August 2019 and April 2020
- The salary offered is £20,000, pro rata + benefits (Pension, PHI, death in service)
- The role is office based at RDA National Office in Shrewley, with some requirement to travel to RDA Groups and other partners