**Communications Coordinator**

£22,000 + benefits

Full time (35 hours p/w)

Location: Hybrid home/office based (Warwick). Minimum one day in office per week.

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 Head of Communications & Insight. This is a fantastic opportunity for someone who shares our values and is looking for a career in third sector communications and PR.

In this varied and interesting position, you will support both internal and external communications initiatives, helping us raise awareness of our work and maintaining strong links with our member groups around the UK. Reporting to the Head of Communications & Insight, as well as collaborative working with other departments, you will be encouraged and supported to develop your skills in all aspects of charity comms, including effective writing, media relations and social media marketing.

**Specific Responsibilities**

**Internal communications**

* Support the development of branded resources and templates to enable RDA groups to use the RDA brand easily and professionally
* Coordinate and distribute news/information from RDA National Office to RDA Groups and Regions
* Help maintain and build RDA image library
* Help to maintain and update the RDA database
* To be a point of contact for RDA groups and volunteers about communications and publicity
* Support the work of Regional Publicity Officers (volunteers)
* To be pro-active in communicating with RDA Groups (including visits)
* To undertake such other duties as the Head of Communications & Insight or Chief Executive shall from time to time determine

**External communications**

* Provide support for external communications activities, such as media relations and events
* Manage RDA’s social media channels to engage and build audience levels
* Manage updates to RDA public-facing website (www.rda.org.uk)

**Your skills**

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Writing** | * Good written English * Attention to detail * Understanding of writing professionally | * Experience creating different types of written material * Experience reviewing/editing other people’s writing * Understanding ‘tone of voice’ |
| **Communication** | * Confident with face to face, telephone and email conversation * Comfortable using social media | * Experience communicating new ideas or concepts * Experience using social media in a professional context |
| **Brand** | * Basic understanding of the importance of brand and brand identity * Understand why brand values are important to a membership organisation | * Experience using a brand consistently |
| **RDA** | * Empathy with aims and values of RDA | * Some knowledge of equestrian world * Experience of working with volunteers |
| **General** | * Ability to work independently to agreed targets * Generation of creative ideas * Computer literacy * Ability to multi-task | * 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, ie. 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