**Training and Education Senior Coordinator**

**£25,000 + benefits**

Full time, (35 hours p/w)

Part time role will be considered with the concurrently advertised Training and Education Senior Coordinator – Training Academy picking up some of the specific responsibilities 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 and/or coach development.

**Role Purpose:**

To co-ordinate and develop training and education projects, with a specific focus on carriage driving, vaulting and showjumping coaching pathways.

Lead on Accessibility Mark, Accessibility Mark Support Officer liaison and training.

**Specific Responsibilities:**

1. To support the development and implementation of training and education with a particular focus on carriage driving, vaulting and showjumping coaching pathways for the continual development and qualification of RDA coaches across the UK, as well as any new areas of work by:

* working with the relevant volunteer lead/s to agree content and timing of policies, resources, training and qualifications.
* responsible for ensuring the expenditure is within budget and for agreed priorities.
* liaising and attending meetings with external bodies as required.
* liaise with the relevant volunteer leads and the Training and Education Managers.

1. Lead on proficiency test assessors and their training:

* develop training for proficiency test assessors
* implement a proficiency test assessor database on salesforce
* to record and maintain up to date information
* work with volunteer lead to identify training needs of proficiency test assessors

1. To lead on ASDAN awards for participants, developing and supporting programmes focused on educational reward and recognition for participants, by:

* implementing activities required to deliver ASDAN awards
* working with relevant awarding body to make sure we continue to fit criteria
* acting as the internal moderator for ASDAN projects

1. To develop and implement all operational/ service delivery training to Accessibility Mark centres, their coaches and Accessibility Support Officers.

* providing ongoing support and co-ordination of training for Accessibility Mark centres & ASOs
* ensuring all training and education policies and resources for Accessibility Mark are up-to-date and disseminated effectively to the workforce
* responding promptly to all enquiries and supporting Accessibility Mark centres & ASOs as required
* to record and maintain up to date information on the Salesforce database

1. To be pro-active in communicating with RDA 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**

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| **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 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 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.