

JOB DESCRIPTION

Job Title: TRAINING AND EDUCATION CO-ORDINATOR

Reports to: Training and Education Manager

Role Purpose:

To organize training and continual professional development for the coaching workforce within RDA, supporting the RDA UK Training and Education objectives in line with our strategy; providing support for the rest of the Training and Education team, volunteers and member groups with a continual emphasis on delivery of service and the need to increase the capacity of RDA to work with more participants.

Specific Responsibilities:

1. To help develop and improve the provision of RDA Training and Education, by working with the Training and Education Manager and Working Groups, with particular emphasis on:
 - planning and facilitating meetings as needed, sending agenda and writing minutes
 - actively seeking relevant CPD topics and trainers using the RDA network
 - using Wordpress to update course applications and e-learning modules
 - providing support for ASDAN projects and proficiency tests
2. To provide ongoing support of RDA UK coach training modules in line with the coaching qualifications pathway:
 - organise online coaching modules at pre-coach and coach level
 - assist in the arrangement of discipline training days (showjumping, vaulting and carriage driving)
 - assist in the arrangement of contact days and assessment days, including booking of trainers/assessors, accommodation and catering for the Princes Royal Advanced Coach Academy
 - collate and analyse feedback from candidates, support Assessors, Coach Developers and Trainers, as needed, attending training days and courses when appropriate
 - process expenses and actions
 - update budget spending sheet
3. To provide administrative support to coaches and regional coach networks particularly by:
 - responding swiftly, professionally and politely to email and telephone enquiries
 - sending out agendas and writing minutes for regional and county coach meetings
 - assisting with the administration and delivery of the Coaching Conference annually
4. To be pro-active in communicating with RDA Groups by:
 - listening to the achievements and/or concerns of individual groups and coaches
 - explaining the ways in which RDA UK can support and enable each group to flourish
 - visiting groups and training events to observe good practice
 - seeking to publicise more widely the best of what is achieved
5. 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
 - To undertake such other duties as the Chief Executive or Director of Operations shall from time to time determine.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Team work	<ul style="list-style-type: none"> • Ability to work as part of a busy team • Uses initiative and proactively supports other team members 	<ul style="list-style-type: none"> • Makes suggestions for continuous improvements and helps embed improved ways of working
Planning & Project Management	<ul style="list-style-type: none"> • Experience of planning and managing projects to deadlines and budgets • Able to show initiative 	<ul style="list-style-type: none"> • Experience of planning within a complex organisation • Experience of reviewing and adapting plans
Time Management	<ul style="list-style-type: none"> • Experience of coordinating multiple projects • Ability to multi-task • Flexibility to meet role demands 	
Communication	<ul style="list-style-type: none"> • Excellent communication skills • Accuracy • Ability to manage a range of requests and views 	<ul style="list-style-type: none"> • Experience of giving presentations and training • Experience of communicating well with volunteers
Charity/Voluntary Sector	<ul style="list-style-type: none"> • Experience of working with a charity • Empathy with volunteering 	<ul style="list-style-type: none"> • Experience of working with volunteers
RDA	<ul style="list-style-type: none"> • Empathy with aims and values of RDA • A working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice 	<ul style="list-style-type: none"> • Knowledge of equestrian world • Understanding of RDA
General	<ul style="list-style-type: none"> • Ability to work independently to agreed targets • Attention to Detail • Computer literacy • Honest and dependable • Full Driving Licence 	<ul style="list-style-type: none"> • Use of databases • Generation of creative ideas

ADDITIONAL INFORMATION

Role details

- The role is full time, working Monday to Thursday 09:00 – 17:00 and Fridays 09:00 – 16:00.
- The salary offered is £23,000, + benefits (Pension, PHI, death in service)
- The role is office based at RDA National Office in Shrewley, Warwickshire. However, the role does involve support when delivering training and events, which will mean an element of travel and out of hours working (including the occasional overnight away) which is accrued as Time Off in Lieu.
- Working from home may be permitted from time to time for a particular project, but due to the nature of the team dynamic it is expected that the candidate should expect to work full time in the office.