



RYANI Role Description: Active Clubs Coordinator

Capacity:	Active Clubs Coordinator – Northern Ireland
Reporting to:	Chief Operating Officer (COO)
Period:	Up to 1 year (Maternity Cover)

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.

Purpose

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 club members and volunteers.

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 and 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 target 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 club members 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 use social media to promote the work of affiliated clubs and training centres.

To manage budgets for the development and implementation of Active Clubs related to 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.