

RYA NI – Job Description

Job Title:	Development Officer
Reporting to:	Active Clubs Coordinator
Contract Type:	Part-time, 18-month contract with possibility of extension dependent on ongoing funding.
Salary:	£24-£27K pro rata (dependent on experience)
Hours:	17.5 hours per week, evening/weekend work required
Context	
<p>Hybrid role with both home, office (Sketrick House, Jubilee road, Newtownards, BT23 4YH, and travel requirements across NI (& UK). Subject to 6-month probationary review.</p> <p>RYA Staff benefits.</p>	
Job Purpose	
<p>Supporting the delivery of the RYA NI ‘Navigating the Future’ strategy, you will take a coordinated role within the Development & Participation team in achieving the medium and long term goals set out in RYA NI’s strategic aim of ‘Re-imagined Pathways’ and ‘Connect & Empower’ and play an active part in supporting our work to ‘Improve Diversity’, where there will be a particular focus on increasing engagement of Women and Girls and Disabled people. You will work closely with affiliates to bring them on the journey with us, whilst supporting the RYA NI staff and volunteer team to achieve the other ambitions set out in the Navigating the Future strategy.</p>	

Key responsibilities:

1. Lead the design & delivery of a tailored schools programme, that creates links with local affiliates & the RYA OnBoard Programme. Work closely with the Performance team on schools racing development.
2. Maintain a database of school contacts to ensure that key stakeholders are aware of and engaging in RYANI relevant initiatives.
3. Lead the delivery of the Women on Water Development Programme.
4. Support the effective implementation of RYANI’s participation programmes supporting affiliates across the region on sustainable participation and contribute to the annual planning and review of those programmes.
5. To assist with the implementation of the operational plan for club development within RYA NI.
6. Work alongside the wider RYA NI Team to identify priority activity in clubs, class associations and centres.

7. Collaborate in wider work undertaken by RYA NI as appropriate.
8. Work with colleagues within RYA and RYA NI to actively promote and celebrate the activity and successes of the organisation.
9. Undertake Continual Professional Development activity to ensure you are continually growing your skills and experiences relevant to the role.
10. Create & deliver workshops & events within the Connected initiative (including event management, engagement, delivery, review & administration).
11. Establish and nurture local partnerships that align with our Navigating the Future strategic aims and foundations.
12. Gather insight and data that enables us to better understand our audiences and their lived experiences and supporting the Active Clubs Coordinator with the RYA Census.

Location and flexible working

The role will involve travel to venues throughout Northern Ireland as well as occasional overnight stays and meetings across the UK. This role also requires work to be performed in the evening and at weekends.

Enquiries

If you have any enquiries relating to this role, please contact Lisa.mccaffrey@rya.org.uk.

Apply

To apply please submit your CV along with a cover letter detailing how you meet the essential criteria in the Person Specification set out below, before 5pm on 15th January 2025 to ryani@rya.org.uk.

Development/Programmes Officer – Person Specification

Attributes	Essential	Desirable	Source of Evidence
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of Microsoft Office applications, including Word, Excel, Outlook, Internet Explorer. • Knowledge of organising programmes/events. 	<ul style="list-style-type: none"> • Have knowledge of RYA Initiatives specifically Onboard / Start Racing & Women on Water 	Application
Skills	<ul style="list-style-type: none"> • Exceptional organisational skills. • Good interpersonal skills and the ability to work effectively with a wide range of people. • Ability to prioritise workload and manage time effectively. • Creative thinking. 	<ul style="list-style-type: none"> • Social media skills. 	Application Interview References
Experience	<ul style="list-style-type: none"> • Experience of dealing with multiple stakeholders. • Experience in the running of projects or programmes. • Demonstrable experience of working with clubs and/or community organisations and/or volunteers. 	<ul style="list-style-type: none"> • Experience of setting, monitoring and controlling budgets. • Experience running sailing events/programmes. • Active member of the NI Sailing Community. 	Application Interview
Qualifications	<ul style="list-style-type: none"> • UK driving licence. 	<ul style="list-style-type: none"> • RYA Qualifications including Instructor. • Willingness to gain a Powerboat Level 2 qualification. 	Application Certificates
Values/Qualities	<ul style="list-style-type: none"> • Friendly and Approachable. • Ability to work both as part of a team and unsupervised. • Flexible and adaptable (including regular attendance at meeting and events outside normal office hours, for which time off in lieu/flexible working is expected). 	<ul style="list-style-type: none"> • Passionate about the benefits of sport and active pursuits. 	Interview References