



Chief Operating Officer Job Description

Job Title:	Chief Operating Officer
Reporting to:	RYANI Board
Location:	RYA NI, GE8 Sketrick House, Jubilee Road, Newtownards, BT23 4YH (aspects of the role may include working from home)
Contract:	3 year contract, 35 hours per week (this role is part- funded by SportNI, of which the funding is next reviewed in March 2023)
Date:	April 2022
Purpose To act as Chief Operating Officer for RYA Northern Ireland and lead our small team of staff in the continued development and delivery of our strategic objectives and secure the ongoing success of our organisation.	
Context The COO is responsible for the leadership of RYA Northern Ireland including the successful development and implementation of its strategic plan. In addition, the COO will develop key partner relationships for RYA Northern Ireland to help diversify income streams in support of the organisation, widen its reach and engagement with local stakeholders and develop plans to meet our purpose. The COO will be responsible for the development and implementation of annual operating and financial plans including investment from the RYA and Sport Northern Ireland. <ul style="list-style-type: none">• The RYANI is a Company Limited by Guarantee that works closely with RYA in support of the sport in NI.• RYA Northern Ireland employs a small team of full and part time staff together with engagement with self-employed contractors and 30+ volunteers.• The organisation has 4 voluntary committees for Development, Performance, Income Generation and Cruising & Environment that are overseen by a Board of Directors.• The COO is responsible for a budget in excess of £250k.• The COO will be an employee of RYA Northern Ireland and RYA on a joint contract.• The RYANI represents 38 affiliated club and organisations and is a voice for over 1,250 RYA personal members in Northern Ireland.• The organisation is responsible for development of the sport in NI, makes representation to government and runs programmes in support of club, performance, coach, instructor and volunteer development.	
Responsibilities The role involves a number of key responsibilities and priorities including (but not exhaustive): Leadership and Management: <ul style="list-style-type: none">• Upholding the core values of RYA Northern Ireland (Respect, Honesty, Inclusivity and Excellence) and to be an advocate for and promote boating in all forms and disciplines.• Leading on the development and implementation of RYANI Strategic and Operational Plans.• To lead and manage the RYA Northern Ireland staff team and monitor progress towards individual and strategic targets.• Oversee HR aspects of the organisation, including recruitment, appraisals and staff development.• Support volunteer roles including the Sailability Coordinator and Youth Forum Coordinator.	

Representation

- Increase the profile of RYA Northern Ireland and the RYA, in terms of its visibility amongst the local stakeholders and general public.
- Work with local government, including councils, MLAs and relevant representatives in support of boating activity.
- Make positive representation on issues that may adversely affect local boating, working with officials and producing advice where required.

Stakeholder and membership engagement

- Engage with affiliated clubs, including committees and volunteers on challenges affecting them and opportunities for development.
- Work with SportNI staff and other stakeholders in support of initiatives and development.
- Organise stakeholder engagement opportunities such as conferences and club meetings.
- To fulfil the requirements of the Memorandum of Understanding between RYA Northern Ireland and RYA as captured under the following headings:
 - Serving RYA Personal Members
 - Advising and Influencing Policy
 - Supporting Affiliated Clubs and Class Associations
 - Racing
 - Sport Development
 - Promoting and Administering Boating for Individuals with Disabilities
 - Training
 - Digital, Sponsorship and Communications
 - Human Resources
 - Finance, IS, and Administration
 - Committees, Council and Constitution

Governance

- To ensure appropriate and effective systems are in place to conduct RYA Northern Ireland business both legally and ethically that monitor performance against plans, financial systems and evolving risks to the organisation.
- Support the Board to maintain the standards of the Code of Good Governance for sport.
- Ensure sound policy and procedures are in place, reviewed regularly and acted upon.
- Ensure RYA NI's Anti Doping requirements as part of the RYA Sail Clean Strategy are fully met.
- Manage effective reporting of the organisation's work and progress to the Board.

Financial:

- Oversee annual budget planning, working with the Office Administrator and Treasurer.
- Lead on funding applications, including key funders such as SportNI.
- Review and implement the RYANI commercial plan to diversify income streams.
- Actively engage potential sponsors or grant funders to support and develop initiatives.

Communications

- Oversee media communication strategy and planning.
- To monitor effective communication channels (e.g. website, social media) with members and wider stakeholders.
- Respond appropriately to media and public relations issues as required.

General:

- Working with colleagues within to actively promote and celebrate the activity and successes of the sport
- Work with staff to service relationships with key stakeholders.
- Provide input and support to key RYA Northern Ireland events.
- Carry out other appropriate tasks as required by the organisation.