

Job Title:	Racing Officer
Reporting to:	Performance Manager
Contract Type:	Part-time, 18-month contract with possibility of extension dependent on ongoing funding.
Salary:	£24-£27K pro rata (based on experience)
Hours:	17.5hours per week, evening/weekend work required
Context 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. RYA Staff benefits.	
Job Purpose To support RYA NI and NI Sailing Team to deliver high quality programmes & events across the country and to support Pathway activity. The scope is across all RYA NI areas of work including performance and squad events, supporting key pathway events and programmes (for example, Youth Championships, Development Academy, Onboard Racing.) and to work closely within the new RYA Pathway Club programme.	

Key responsibilities:

- Delivery and management of the Development Academy Programme, with support from the Performance Manager and Workforce Officer.
- Work alongside the RYA NI Team to identify priority activity in clubs, class associations and centres.
- Work alongside the RYA NI Development Team to stimulate vibrant club and class racing training activity in clubs.
- Collaborate in wider work undertaken by RYA NI as appropriate.
- Support/deliver the logistics and maintaining of RYA NI owned equipment for pathway and non-pathway activities.
- Engage with pathway class representatives to support them in the delivery of an inclusive and engaging programme of class training and racing.
- Work with colleagues within RYA and RYA NI to actively promote and celebrate the activity and successes of the organisation.

- Undertake Continual Professional Development activity to ensure you are continually growing your skills and experiences relevant to the role.
- Ensure events have a consistent look and feel, including event logos and wider branding in promotional materials and at the venues (liaise with Marcoms Ex and Performance Manager).
- Lead on pre, during and post event preparation, venue bookings and liaison with providers, sponsors and other linked parties.
- Support the administration and logistics of Northern Ireland Sailing Team activity.

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 andrew.baker@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.

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 sailboat racing and organising programmes/events 	<ul style="list-style-type: none"> Have knowledge of Onboard / Start Racing & their philosophy. 	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 Website knowledge 	Application Interview References
Experience	<ul style="list-style-type: none"> Experience of dealing with multiple stakeholders. Experience in the organisation of events. Experience of coaching within a programme. 	<ul style="list-style-type: none"> Experience of setting, monitoring and controlling budgets Experience of working with coaches. Experience of liaising contractors, staff and volunteers Experience of running sailing events. Active member of the Sailing Community. 	Application Interview
Qualifications	<ul style="list-style-type: none"> UK driving licence. RYA Race Coach qualification or the motivation to gain this Qualification. 	<ul style="list-style-type: none"> Have qualifications and proven competence as an RYA Racing Coach or Senior Instructor, with solid organisational, delivery, and communication skills to identify the support required for each organisation. Can tow a trailer. 	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