

**Job Pack**

# **Finance and Admin Assistant**

2023

**RYA**  
NORTHERN  
IRELAND





# Introduction

**RYA NI are the national governing body for Sailing, Windsurfing, and Powerboating at all levels across Northern Ireland.**

We launched our exciting new 'Navigating the Future' strategy in March 2023 with a clear focus on improving the diversity of those involved, re-imagining the pathways in the sport, as well as supporting our talented athletes and inspiring more people to give their time back to the sport. Through living by the organisations values, we strive to foster a culture of inclusivity, collaboration, and mutual support, so that all members of the sailing and boating community feel welcome, empowered, and inspired to pursue their passions and aspirations. Together with the sailing and boating community and trusted partners, we are working hard to build a sport that celebrates diversity and embodies the spirit of adventure and exploration that makes life on the water so fun and exciting.

## **What's it like to work at RYA NI?**

This is an exciting time to join RYA Northern Ireland. The organisation has recently launched its new strategic plan, 'Navigating the Future', setting out four strategic aims with five underpinning strategic pillars. You will join a team of eight other staff members who are passionate, caring and proud of the work that they do, inspired by those making the sport happen daily in their communities.

As a team we are brave and ambitious and always open to test new approaches to help find solutions. We like to be visible and get out and about to events and clubs, so we see and hear about the inspirational stories, and the challenges that exist for the sport to develop.



# Navigating the Future

The five year strategic plan for sailing, windsurfing and boating in Northern Ireland.



## Our Vision

An active community working together on or around the water, where everyone has a place.

## Our Mission

Supporting communities to create fun and inclusive environments, empowering individuals to develop and succeed through their chosen pathways, all while fostering a love of being on or around the water.



# Our values



**Approachable**



**Visible**



**Brave**



**Transparent**



**Passionate  
and proud**



**Embracing  
equality**



# Role overview

## Job title

Finance and Admin Assistant

## Reports to

Chief Executive Officer

## Term

Permanent, 16 hours per week

## Location

Sketrick House, Jubilee Rd, Newtownards, BT23  
4YH

## Salary

£24–£26k dependent on experience

## Job purpose

We are seeking an organised and proactive Finance and Admin Assistant to support the efficient running of RYA NI. This role will play a key part in maintaining the administrative functions that help deliver our strategic plan, *Navigating the Future*.

Working closely with the CEO, you will assist in coordinating meetings, preparing and distributing Board papers, taking minutes, and attending some Board subcommittee meetings. You will also oversee general office administration, including scheduling meetings, managing bookings for programmes and courses, and processing invoices.



# Job specific responsibilities

1. Coordination of Board and Board Sub Committee Meetings, including sending out papers, taking minutes and scheduling future meetings.
2. Liaise with clubs and volunteers in the organisation of courses and programmes.
3. Support the management of event and equipment bookings via an event booking platform.
4. Provide financial administrative support to the RYA NI staff team.
5. Provide administrative support to ensure efficient office operations.
6. Maintain physical and digital filing systems.
7. Respond to emails, phone calls and other correspondence.
8. Input and update information in databases and spreadsheets.
9. Coordinate logistics for meetings, including room and catering bookings.
10. To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the overall objectives of the post.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation. The nature of the role requires the postholder to work in the evenings or at weekends on occasions.



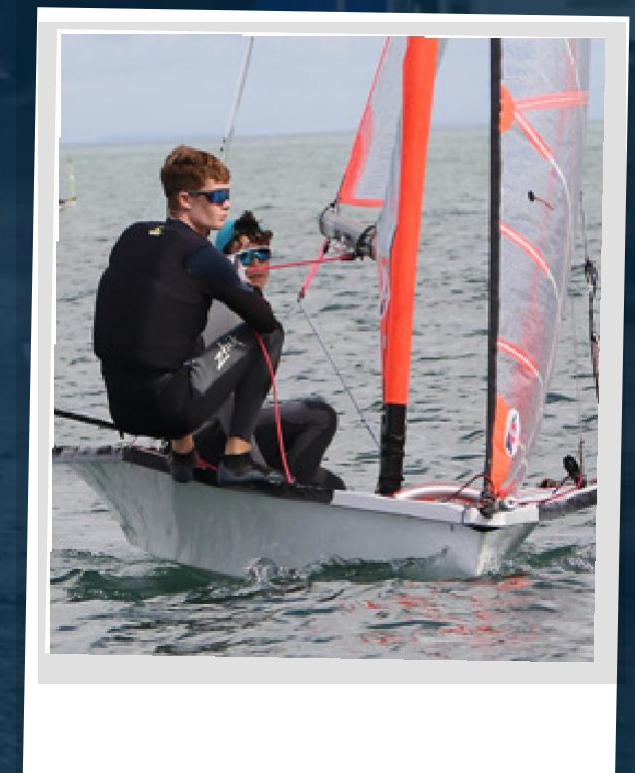
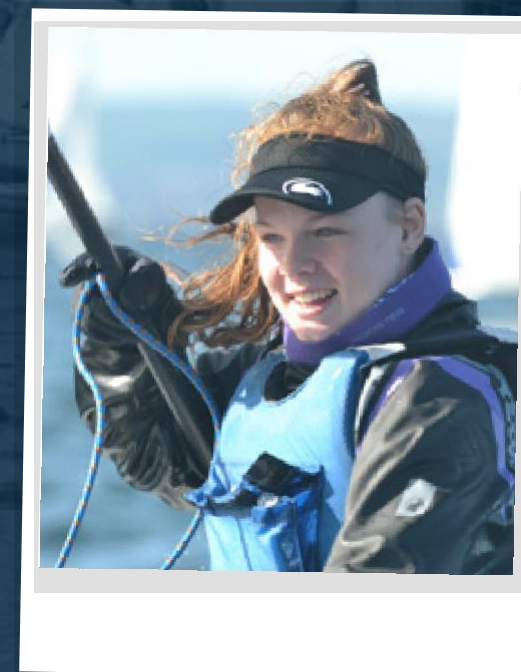
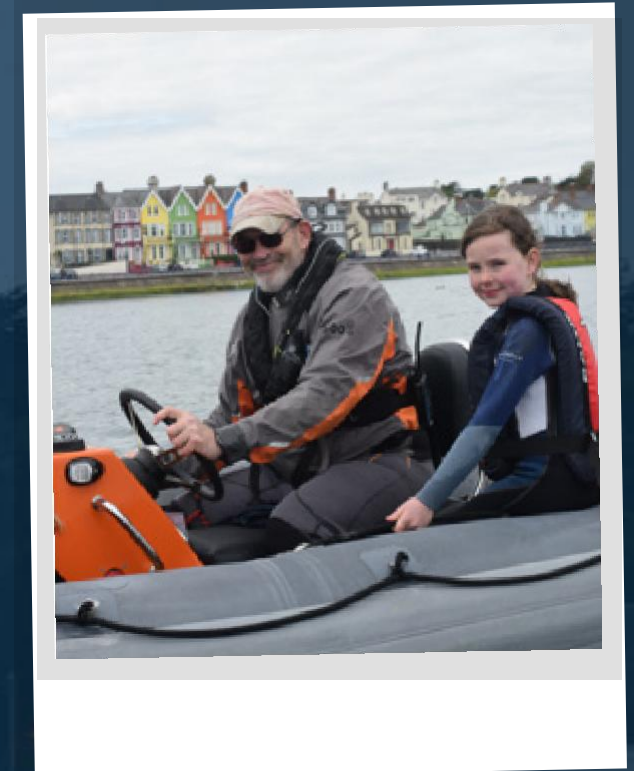
# Skills, experiences or behaviours

## Essential

- Familiarity with Microsoft Office applications.
- Data management and entry skills.
- Some experience of minute taking.
- Accurate record keeping.
- A natural organiser, who is self-motivated, with the ability to work on own initiative.
- Approachable and supportive, to enable collaborative working with volunteers and other team members.
- Experience of working with financial information would be an advantage.

## Desirable:

- An understanding of charity or sports governance





# How to apply

To apply please send your CV by 9am on Monday 12<sup>th</sup> May, to [greg.yarnall@rya.org.uk](mailto:greg.yarnall@rya.org.uk). Interviews will take place in the w/c 19<sup>th</sup> May or 26<sup>th</sup> May, please let us know in your application if there are dates you would like us to avoid if you were invited to an interview.

## Questions?

If you have any questions or would like an informal conversation about the role, please contact:

**Greg Yarnall, CEO**

[greg.yarnall@rya.org.uk](mailto:greg.yarnall@rya.org.uk) or 07795466624.



The background of the entire image is a dark blue field filled with a repeating pattern of concentric, semi-circular arcs. These arcs are arranged in a grid-like fashion, creating a textured, scale-like effect. The arcs are a slightly lighter shade of blue than the background.

# **RYA**

**NORTHERN  
IRELAND**

[www.ryani.org.uk](http://www.ryani.org.uk)