

YA NI – Job Description

Job Title:	Sailability Officer
Reporting to:	Active Clubs Coordinator
Contract Type:	Full Time, 3-year contract with possibility of extension dependent on ongoing funding.
Salary:	£24 – 27K (dependent on experience)
Hours:	35 hours per week, evening/weekend work required

Context

This role was created from receiving funding from The National Lottery Access to Resilience Fund

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

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 ‘Improve Diversity’ & ‘Connect & Empower’. You will support the Sailability Programme, working with Sailability affiliates to prepare for the future, supporting long term planning, engagement and development of volunteers, identifying partnership opportunities and increasing the profile and recognition of clubs in their local communities. 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.

Key responsibilities:

1. Lead the delivery of the Sailability Programme in Northern Ireland and link with RYA on the overall goals and objectives of the programme.
2. 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.
3. Support the resilience of a healthy network of affiliates who are part of the sailability programme and/or deliver activity for disabled people through developing and maintaining resources and supporting content.

4. Support affiliates with long term development and workforce planning, including building and delivering campaigns that support affiliates to engage volunteers that build new relationships with partners and stakeholders.
5. Contribute to the design and development of programmes for affiliates and the workforce to learn, develop and build confidence in their roles.
6. Work with affiliates to engage with partners, building national and regional projects that increase opportunities and develop learning.
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 and deliver workshops & events within the RYA 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.

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 Person Specification set out below, before 5pm on Tuesday 4th February 2025 to ryani@rya.org.uk

Sailability 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. An understanding of databases and ability and willingness to learn the RYA NI's database, financial and website systems. Knowledge of organising programmes/events. 	<ul style="list-style-type: none"> Have knowledge of RYA Initiatives, ideally Sailability 	Application
Skills	<ul style="list-style-type: none"> Exceptional organisational skills. Good communication skills. Good interpersonal skills and the ability to work effectively with a wide range of people. Attention to detail. 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. Proven project or events management experience. Experience of Partnership working. Demonstrable experience of working with clubs and/or community organisations and/or volunteers. Experience of supporting organisations to plan for the future. 	<ul style="list-style-type: none"> Experience of setting, monitoring and controlling budgets. Active member of the NI Sailing Community. Experience of working with disability groups 	Application Interview
Qualifications	<ul style="list-style-type: none"> UK driving licence. 	<ul style="list-style-type: none"> Disability Awareness/Inclusion Training 	Application Certificates
Values/Qualities	<ul style="list-style-type: none"> Friendly and Approachable. Ability to work both as part of a team and unsupervised. Commitment to getting the job done. 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