



## Job Description

<b>Job Title:</b>	<b>Sailing Development Group Co-ordinator</b>
<b>Reporting to:</b>	Development Manager
<b>Date:</b>	November 2009
<b>Purpose</b>  To liaise with, and develop the work of the RYA Scotland Sailing Development Groups	
<b>Dimensions</b>  3 Sailing Development Groups per Co-ordinator 15 Sailing Development Groups in Scotland	
<b>Context</b>  Line managed by the Development Manager	

## **Accountabilities**

### **Membership of Sailing Development Groups**

- Ensure membership of each group is relevant and up to date within the sailing community
- Ensure information generated by SDGs is shared with relevant local organisations on a regular basis, and where possible, external bodies are included in the membership

### **Plans of each SDG**

- Ensure that a rolling record of activity is maintained alongside each of the plans created by each group to ensure work is being undertaken when required

### **Communication**

- Set up and monitor communication within each of the groups, and between each of the groups
- Publicise the activities of each of the SDGs to local communities where relevant, such as in local schools, community buildings and in local media
- Work with SDG office bearers to set up meetings and ensure that meeting papers are circulated in good time to all those involved
- Set up relevant seminars within each SDG as dictated by the coach and sailor education programmes within each SDG

### **RYA Scotland**

- Report to, and expedite the decisions of, the RYA Scotland Development Manager with regard to the running of the SDGs.
- Attend relevant meetings with the RYA Scotland Development Manager and other SDG Co-ordinators. Meetings will be held at least twice a year between all SDG Co-ordinators and the RYA Scotland Development Manager.
- Attend training activities provided by RYA Scotland, as required to help this role to be performed
- Submit a work programme on time
- Submit expenses claims on time
- Operate within allocated budget.

### **Anticipated time allocation**

- It is expected that the time required each week will be 2 hours per SDG, though this will fluctuate throughout the year, this position is likely to be more active in the winter months.