



## Bradbourne Riding for the Disabled Group, Sevenoaks

Bradbourne RDA (Riding for the Disabled) provides disabled children and adults with the opportunity for enjoyment, therapy and achievement through riding and carriage driving. The Group is run entirely by trained volunteers who help disabled children and adults to reach therapeutic goals, combat social isolation, develop life skills, and experience the outdoors.

### Volunteers – We Need You!

**Trustees** – proactive individuals able to devote on average a day a month primarily home based plus quarterly board meetings on site; to be involved with the overall governance and strategic direction of the Group, developing aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines, while focussing on their specific area of expertise:

#### Trustee – Group Secretary

We are seeking an organised, structured individual with an eye for detail to take up the Group Secretary role on our Board of Trustees.

The primary focus areas will be quarterly trustee meetings with associated minutes, ad hoc letters of thanks, Charity Commission and RDA UK updates for any Group changes, and ensuring adherence to GDPR rules on retained information. No knowledge of the RDA required

**Administrators** – key activities with processes plus templates in place, to be done regularly throughout the year from home with occasional visits to site; each task not requiring much time. Roles can be grouped or each handled by a different person:

**Database management** – maintaining Access database for updates provided; generating reports and extracts in Excel on ad hoc basis when requested by the Chairman.

**Duke of Edinburgh work experience** – providing replies to enquirers; liaising with coaches over vacancies arising; confirming appointments.

**New volunteer documentation** – replying to enquirers within 24 hours; issuing reference requests; coordinating returned forms and central updates.

**DBS check administration** – issuing guidance for new team members and for three year renewals; Liaising by email with coaches over upcoming checks.

**Waiting list control** - acknowledging receipt and logging enquiries (Excel spreadsheet); providing extracted information to assist with filling vacancies arising.



To find out more about any of these roles please contact Sarah via [contact@bradbourn-rda.org.uk](mailto:contact@bradbourn-rda.org.uk) or 07803 231723.

We very much look forward to hearing from you and welcoming you to the Bradbourne RDA team.

[www.bradbourne-rda.org.uk](http://www.bradbourne-rda.org.uk)

**Bradbourne**  
**RDA**   
A member group of  
Riding for the Disabled Association  
incorporating Carriage Driving

Registered Charity Number 1122480