



accidents don't have to happen

# RoSPA Advanced Drivers and Riders

## Derbyshire Riders Group Operational Roles

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## Chief Tutor

### Who am I accountable to?

The Group Committee

### What is my role?

- To ensure that the riding standards of the Training Team are maintained in between their RoSPA refresher tests.
- To be a source of information with regard to best practice and the legal aspects of motorcycle riding.
- To assist the Training Officer with the training and development of the Training Team.

### What are the responsibilities of the role?

- To provide at least one check ride for members of the Training Team every 12 months.
- To attend a minimum of 6 Group meetings every 12 months.
- To attend a minimum of 4 Tutor Team meeting every 12 months.
- To conduct a Q&A session with the Group Membership at one Group meeting every 12 months.
- To assist the Training Officer with training new Tutors (at least two weekends every 12 months).

### Person Specification

- Must be a serving/retired Police Officer.
- Must hold/have held a Police Advanced riding qualification.
- Should have had at least 3 years experience of working as a Police Motorcyclist.
- Should have Tutoring or Mentoring experience, preferably have a relevant qualification, in a riding or driving environment.
- Should be aware of the RoSPA test requirements.
- The Chief Tutor will be an Honorary Member of the Group.

### What tasks are involved?

Tasks will include:

- Delegating the task of implementing the Group Tutoring programme to the Tutoring Officer.
- Developing the Tutoring Standards of the Group with the assistance of the Tutoring Officer and their Deputy, which will be approved by the Group Committee.
- Ensuring that Tutoring Standards are maintained at a high standard by organising the Group Tutor check rides and attending Training Group Meetings.



## Training Officer

### Who am I accountable to?

The Chief Tutor and the Group Committee.

### What is my role?

The Training Officer is responsible for executing the Group Tutoring programme, delivering Tutor training sessions and mentoring Group Tutors and Trainee Tutors. They are responsible for ensuring that the Group has sufficient Tutors to deliver the Group Tutoring programme to the standard set by the Chief Tutor and the Group Committee.

### What else can you tell me about the role?

- The Training Officer will be an Advanced Tutor appointed by the Chief Tutor, in consultation with the Group Committee.
- The role is responsible for maintaining records of Group Tutors, Trainee Tutors and Associates within the Group.
- The incumbent will need to have a strong personality, be an excellent coach, mentor and mediator.
- The role will liaise with the Group Chief Tutor to ensure that Tutors are operating to the required standards of the Group and RoSPA.

### How much time will I need to give to the role?

Approximately 10-15 hours per month

### What tasks are involved?

Tasks and responsibilities include:

- The implementation of the Group Tutoring program.
- Developing training plans for individual Tutors and develop existing Tutors to maintain an appropriate number of Advanced Tutors.
- The allocation of Associates to Tutors.
- Organising the tutoring of new Group Tutors and mentoring existing Tutors to become Advanced Tutors.
- Ensuring that Tutoring Records are maintained.
- Ensuring that Tutoring Standards are maintained.
- Reporting to the Group Committee on Tutoring matters.
- Organising 'Skills Presentations' for presentation at Group Nights.
- Present an end of year report to the AGM.



## Deputy Training Officer

### Who am I accountable to?

The Group Training Officer and the Group Committee.

### What is my role?

To assist the Training Officer in the execution of the Group Tutoring programme, delivering Tutor training sessions and mentoring Group Tutors and Trainee Tutors. Act of Group Tutoring Officer in the absence of the Tutoring Officer.

### What else can you tell me about the role?

- The Deputy Training Officer will be an Advanced Tutor appointed by the Group Committee, in consultation with the Tutoring Officer.
- The role will support, assist and deputise for the Training Officer.
- The purpose of the role is to provide succession and continuity of leadership around the execution of the Group Tutoring programme.
- The incumbent will need to be an excellent coach and mentor.
- The role will liaise with the Training Officer to ensure that Tutors are operating to the required standards of the Group and RoSPA.

### How much time will I need to give to the role?

Approximately 10-15 hours per month

### What tasks are involved?

Under the direction of the Group Training Officer tasks include:

- The execution of the Group Tutoring program.
- Assist the Tutoring Officer to produce the Tutoring Meeting agendas.
- Taking minutes at Group Tutoring meetings
- Identify potential future Advanced Tutors and create specific training plans to help progress these individuals.
- Assist with the allocation of Associates to Tutors.
- Assist with the organisation of training and tutoring for new Group Tutors.
- Assist in the administration of Tutoring Records.
- Ensure that Tutoring Standards are maintained.
- Reporting to the Group Committee on Tutoring matters.





## Group Organisation Chart

