

Candidate Information

Position:	Rowing Development Officer
School/Department:	Queen's Sport
Reference:	20/108359
Closing Date:	Monday 21 September 2020
Salary:	£24,461 to £28,331 per annum
Anticipated Interview Date:	Wednesday 30 September 2020

JOB PURPOSE:

The post holder is responsible for assisting with the development of all aspects of Rowing at Queen's University Belfast. These responsibilities include assisting in the delivery of a Rowing Development Plan to include coaching, performance, development, participation, administrative, maintenance, and recruitment led activities. The candidate will work with the Head Coach with tasks aligned to the outworkings of the Rowing Academy Working Group and in partnership with QUB Rowing Clubs, Students' Union, Queen's Sport, National Governing Bodies and Rowing Alumni.

MAJOR DUTIES:

1. Organise the delivery of a comprehensive Rowing development plan, which will include the co-ordination of the Queen's Rowing Academy in partnership with the Head Coach, QUB Rowing Clubs, Students' Union, Queen's Sport, NGBs and Alumni.
2. Work as part of the Queen's Sport team to help develop, co-ordinate and promote the Rowing Academy in line with the Strategy for Sport; OUR GAMEPLAN 2019-2014, which includes co-ordination of Academy events and programmes in partnership with relevant staff.
3. Work alongside the Performance Sport Manager, Participation Sport Manager and Alumni groups to oversee and deliver a sustainable coaching network to support all Men's and Women's activity and assist in the selection and retention process. Deliver, in partnership with the Head Coach, a coach development pathway including technical assistance and training courses for current volunteer coaches.
4. Assist the Performance Sports Manager with the delivery of an engaging Rowing recruitment strategy. Work in partnership with local schools and clubs, Widening Participation, Domestic and International Recruitment aimed at school leavers and postgraduates to attract high achievers in sport and academia.
5. Work with the Head Coach to co-ordinate Rowing training and competition requirements for all Performance and Participation Teams based on an agreed schedule for training and competitions.
6. Assist with fundraising opportunities for Queen's Sport, Queen's Rowing Academy and Student Clubs, establishing strong links with alumni and external partners to increase levels of sponsorship and donations to the Clubs, Foundation and Academy programmes.
7. Deliver an innovative entry level programme as part of Active Campus to attract new participants at all levels and create pathways for continued participation within student clubs and co-ordinate the planning of Summer Rowing Camps for young people.
8. Agree a programme for competing at regattas and select crews with club captains and volunteer coaches.
9. Work with the Head Coach to manage all rowing equipment including the van, trailers and coaching launches, in conjunction with student club committees to including allocation of boats within the clubs.
10. Take responsibility for equipment repair and maintenance, and security of the boat house.
11. Liaise with the Student's Union Clubs and Societies Co-ordinator and Sports Clubs Development Officer to ensure the Queen's Rowing Clubs adhere to the new Club Development Pathway that promotes areas of best practice including health and safety, governance, etc.
12. Maintain current knowledge of Governing Body and other relevant agencies programmes, policies, guidance and advice e.g. Rowing Ireland, GB Rowing, BUCS, SSI etc.

13. Be responsible for ensuring all club members comply with the current Rowing Ireland safety standards. Determine when water conditions are unsafe for training or competition with due regard to the competence of the athlete/crews.
14. Other key aspects of the job will include servicing a network for fundraising, club administration, coaching, and student volunteering contributing fully to the Sports Development Team within Queen's Sport.
15. Any other duties reasonably requested by the Participation and Wellbeing Manager.

Planning and Organising:

1. Organise the delivery of Rowing events and programmes to include student led, alumni related and Queen's Sport initiatives aimed at students, staff and the community.
2. Assist QS and the clubs in running regattas, training camps, summer camps and The Boat Race.
3. Assist with the marketing and promotion of all Rowing related activity including the use of relevant web and digital platforms.
4. Plan and allocate work and responsibilities over the short-medium term, with an awareness of longer term issues.

Resource Management Responsibilities:

1. Deliver coaching as required within the delivery of the overall coaching plan and in agreement with the Head Coach. This includes duties at Intermediate and novice level as well as supporting performance crews as required.
2. Management of the equipment inventory for student clubs and the boathouse.
3. Assist with recruitment of coach and volunteers to strengthening Queen's Rowing workforce structures that is aligned with the Rowing Development Plan.
4. Assist with Rowing club competition preparation and entry, including BUCs, Irish Championships, etc.

Internal and External Relationships:

1. Liaise with relevant staff and student officers to agree facility availability and access for the delivery of all sessions.
2. To act as main point of contact in the absence of the Head Rowing Coach with NGBs and external agencies to ensure effective use of facilities for Rowing centered activities.
3. Represent Queen's Sport and relevant events and conferences.
4. Liaise with internal departments including Students' Union, Widening Participation, Recruitment, Public Engagement to promote Rowing related activity to attract and retain students, staff and members of the community.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications at ONC/OND, A Levels, NVQ level 3.
2. Hold a recognized Amateur Rowing Association or Rowing Ireland coaching qualification.
3. A minimum of 4 years' relevant sports-related experience in a paid or voluntary capacity, ideally in a range of environments including schools/clubs/community/third level settings.
4. Experience of involvement in Rowing club activity within a university or third level sector.
5. Good knowledge of Rowing at schools and third level.
6. An understanding of Long Term Athlete Development (LTAD) and the link with Scholarship athletes at third level education.
7. Well-developed IT and Digital Platform skills including WORD, EXCEL, POWERPOINT, web, social media.
8. A knowledge of regional and national Rowing structure.
9. Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.
10. Excellent written and verbal communication/presentation skills.
11. Ability to work alone and as part of a team.
12. Highly motivated and have proven track record in working as part of a team to deliver successful sport development outcomes.
13. Ability and willingness to work unsociable hours, including evenings and weekends.
14. Available and willing to undertake training necessary for the post.
15. Current clean UK driving license and use of a car, Qualified to drive a coaching launch. (Level 2 power boat from RYA).

DESIRABLE CRITERIA:

1. University degree at undergraduate or postgraduate level relevant to the main duties of the post.
2. 2 years' relevant experience within a university or club setting working with students at beginner and novice level.
3. Demonstrate success and achievement in coaching larger boat crews (such as 4's and 8's) at recognized University events and competitions.
4. Experience in business planning and knowledge of external funding / sponsorship.
5. Experience in coordinating resources including equipment, volunteers and staff.
6. Understanding the needs of target groups including females and the student population.

7. A sound understanding of Child Protection and Health & Safety principles, policies and procedures