



Rowing Coach and Boathouse Manager

Full Time

Job Description

Job Title: Rowing Coach and Boathouse Manager, St Catharine's College Boat Club (SCCBC)
Responsible to: Amalgamated Clubs Senior Treasurer, and Bursar
Salary: In the region of £30,000pa.

St Catharine's College

St Catharine's College, founded in 1473, is situated in the middle of Cambridge. The College is a centre of academic excellence, flourishing also in sport, music and the arts. St Catharine's is led by the Master, Professor Sir Mark Welland, and has some 70 Fellows, 430 undergraduate and 200 graduate students.

Purpose of the Job

To coach Mens' and Womens' crews of all abilities and to ensure that a high standard of facilities, services and security are provided and maintained at the College Boathouse and grounds, providing full support for SCCBC members and qualified support for any others entitled to legitimate use of the Boathouse.

Key Responsibilities

Coaching

- Liaising with the Captains to arrange coaching plans for all Boats. Coach crews of all abilities, raising standards throughout SCCBC through the provision of good core teaching.
- BR Coaching Qualification and substantial coaching experience at all levels are essential.
- Valid driving licence with Category B+E entitlement. Experience of towing a trailer is desirable.
- Detailed knowledge and working experience of BR Rowsafe.
- To attend coaching courses as necessary.
- Assist at all races, including pushing out at Bumps races.

Boathouse Management

- Maintain the serviceable conditions of boats, oars and other boathouse equipment, including ergo machines, in conjunction with the qualified agents responsible for their regular servicing.
- Ensure the timely repair of wooden boats and carbon fibre craft, and their fittings, personally or by approved tradespersons.
- Ensure that general duties are carried out for the proper safeguarding of, accounting for, and correct servicing of materials, equipment and workshop machinery.
- Provide appropriate advice and guidance to members of the SCCBC as necessary, and in particular with regard to the sale and purchase of boats and equipment.
- Rig boats as necessary with the co-operation of members.
- With the cooperation of members, ensure that the boathouse, the hardstanding and the side alley are kept tidy and secure at all times, including putting out rubbish bins.
- Keeping tidy the adjacent lawn in conjunction with the owner, Trinity College.

- Supervise the use of the Boathouse and ensure that under no circumstances are boats, equipment or the workshop used by unauthorised persons.
- Ensure security is maintained at the Boathouse.
- Assist with transport to and from events and movement of Club equipment, including towing the boat trailer and attendance at training and competition events.
- Advise on and in conjunction with the College Office arrange purchase and commissioning of new boats and other equipment.
- Computer literacy is desirable.

Health and Safety

- Serve as Club Water Safety Advisor, ensuring correct observance of current Health and Safety in the Workplace regulations, and adherence to BR Rowsafe by all users of the College Boathouse and its grounds.
- Support and work closely with the Captain of Coats and Men's and Women's Captains, providing constructive advice and bringing experience to bear in a discreet way.
- Conduct regular briefings for all rowers on H&S both In The Boathouse and On The Water
- Familiarity with relevant Health and Safety in the Workplace regulations.
- Current Moving and Handling and First Aid at Work certificates or the willingness to train for them.
- Act as the Boathouse Safety Officer.

Hours of Work

The annual salaried hours are $52 \times 37.5 = 1950$ hours per year. Of these hours, the holiday entitlement is 33 days (25 days plus 8 bank holidays), that is 6.6 weeks or 247 hours, so that the annual total of hours to be worked is 1703.

It will not be possible to take holiday leave during the 33 week peak working periods defined below.

During the following peak periods (totalling 33 weeks) the workload will average 44 hours per week, and may be spread over six days per week:

- University Terms (30 weeks)
- One week before each Term (3 weeks)

During the peak period, crews generally go out early in the morning and in the early evening, and the jobholder will be required therefore to work flexible hours to accommodate this, within a 44 hour, six day, working week.

During the remaining 19 weeks of the working year, 6.6 weeks will be paid vacation. The workload for the remaining 12.4 weeks will average 20 hours per week, spread over five days per week.

An essential part of the post in Full Term is coaching crews outside normal office hours, especially early in the morning and in all weathers

SCCBC Alumni Relations

Assist the SCCBC officers and trustees and the College Alumni and Development Office in maintaining and promoting relations with SCCBC alumni, for instance by assisting with alumni events and with fund-raising initiatives.

21/11/17
