



BRITISHROWING

Performance Programme Coordinator - Logistics

Job Specification

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Job Title	Performance Programme Coordinator - Logistics
Reports to	Performance Programme Logistics Manager
Directorate	Performance
Location	British Rowing Headquarters (6 Lower Mall, Hammersmith, London)

Job Purpose

To support the delivery of world class logistical arrangements for the GB Rowing Team's (GBRT's) programmes including all training camps, competitions and Pathway activities.

Key Responsibilities

- Work with the Performance Programme Logistics Manager to:
 - Ensure all logistics needs are met for the GB Rowing Team's performance and talent pathway programmes.
 - Plan and deliver required logistical arrangements for GBRT team travel including flight bookings, team transfers and accommodation, liaising with team hotels and event organising committees as necessary.
 - Collaborate with other Performance Programme Managers, and with Performance Programme Coordinators to effectively manage planning for, and implementation of, each activity
 - Track expenditure, manage activity budgets and forecast upcoming financial commitments relating to each logistical element of every activity
 - Keep abreast of global travel restrictions, advisories and industry changes. Updating planning as a result of any implications arising from these.
 - Provide reactive logistics cover for periods of time when members of the GBRT are overseas.
 - Maintain and build strong relationships with new and existing suppliers and partners, in doing so, enhancing the brand image of the GBRT.
 - Prepare annual travel schedules for insurance purposes
 - Plan and deliver required logistical arrangements for Commonwealth Rowing activity
 - Coordinate travel arrangements for British Rowing Executive travel to GBRT events
- Support the coordination of National Team activities under the guidance of the Performance Programme Team Support Manager. This may include coordination of team activities such as, but not limited to:
 - Production of associated training camp and competition documentation for the GBRT Olympic and Paralympic programmes
 - Assisting with the planning, delivery and production of associated training camp and competition documentation for the GBRT Beach Sprint programme activities

General Responsibilities

- Work collaboratively to design, deliver and continuously evolve the systems and processes required to implement and deliver the WCP – the 'Performance Programme Standard Operating Procedures'

- Attend meetings relevant to the role as necessary
- Contribute to the annual performance review, including the production of regular reports as required
- Present a positive image of British Rowing to stakeholders in any media context and supporting publicly the National Lottery and British Rowing sponsors. The post-holder should wear Team clothing as appropriate
- The post-holder may not be publicly associated with or work for another organisation or sponsor team without the Director of Performance's written agreement
- Follow the British Rowing Policies and Procedures and ensure that these are understood and followed by any staff and/or athletes for whom the post-holder is responsible. Special attention should be given to policies on Clean Sport (including use of supplements), Water Safety and where appropriate, Child Protection.

This job specification is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Person Specification

Essential:

- A minimum of two years' group travel experience gained within the travel industry
- Extensive geographical and travel product knowledge, including a working understanding of airline ticket and booking processes.
- Experience of contract negotiation.
- A similar role within a high-performance sport environment is desirable
- Excellent written, verbal and telephone communication skills.
- Exceptional attention to detail and planning skills.
- Appreciate that projects need to be completed with a methodical approach
- Skilled at working independently and as part of a team.
- An ability to demonstrate resilience under pressure, work to tight deadlines and maintain a good sense of humour.

Desirable:

- Fluency in English is essential and proficiency in other languages is highly desirable.
- Working knowledge of Microsoft Office, Google Docs and Google Sheets

Additional Information

Anti-Doping The post-holder is expected to be fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a good personal example in this field. When directly working with athletes the post-holder will have a responsibility to inform them appropriately of the Code's application to them and to influence them in following a 'drug-free' culture.

Hours The post-holder's hours will be flexible to reflect the needs of the role and, while maintaining an appropriate work/life balance, will include time in evenings, at weekends and over public holidays. Standard working hours are 40 hours a week although flexibility is required in order to ensure core objectives are achieved. National and international travel may be required.

British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic and Paralympic sports of all time delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic and Paralympic Games.

Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.