



BRITISHROWING

Learning, Education & Development Coordinator

Job specification

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Job Title	Learning, Education and Development Coordinator
Reports to	Head of Learning, Education and Development
Location	British Rowing Headquarters – Hammersmith (With the option for hybrid working)

Job Purpose

To act as the first point of contact for all Learning, Education and Development (LEAD) enquiries. To provide specific administrative support to the LEAD programme team. This is an excellent opportunity for an individual who wants to be a part of and contribute to the evolution of learning, education and development of coaches and volunteers in collaboration with partners and stakeholders across British Rowing.

Responsibilities

- Be responsible for all aspects of the administration of the British Rowing Learning, Education and Development programme.
- Coordinate and liaise with partners and stakeholders to ensure the effective planning and delivery of the LEAD programme.
- Coordinate with the Level 4 Programme Manager to support the learner journey and administration of the Level 4 programme.
- Be responsible for the tracking of coaches and all identified individuals through their learning journey.
- Evaluating and monitoring the performance of the LEAD programme in collaboration with the Insight Team.
- Report on the performance of the LEAD programme against agreed metrics.
- Liaise with educators, members of the LEAD team, awarding bodies, and learners to ensure that courses are effectively planned, and quality control metrics have been achieved.
- Maintain accurate records of attendees on courses, and ensure that, where appropriate, certificates are applied for, and sent to learners within an agreed timeframe.
- Have overall responsibility for the online booking system.
- Support the Community Coach Developers as required.
- Budget forecasting and tracking, including the timely processing of orders and invoices.

- Lead on the communications plan to support the LEAD Team in collaboration with the Communications Team.
- Promote the safeguarding and well-being of coaches, rowers, and volunteers.
- Coordination of the LEAD meetings and other identified working groups. Input into the production of agendas, writing and circulation of minutes.
- Manage enquiries about learning, education and development via email, helpdesk, and telephone.
- Create innovative solutions to support equality, diversity, and inclusive programmes.
- Present a positive image of British Rowing and the sport of rowing at all times.
- Perform any other relevant duties as and when required by British Rowing.
- Demonstrate knowledge and skills of modern-day working practices to avoid burnout and role model behaviours of self-care and support others to keep rowing safe, our members and colleagues safe including sustainable working behaviours for self and others.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time

Person Specification

Essential Skills, Experience and Qualifications

- An organised individual who is able to prioritise and delivery against the strategy to agreed deadlines and to the highest standards.
- Self-driven, able to work on own initiative and collaboratively within a team.
- Ability to negotiate and influence in key situations
- Good self-awareness and emotional intelligence
- Proven record of establishing a culture of collaboration, team working, innovation and support.
- Has experience of budget forecasting and tracking experience or would be willing to learn.

- Great communicator who can operate in a positive and encouraging way to build high quality relationships.
- Has the ability to prioritise tasks, set realistic targets, goals and objectives within definable constraints.
- Innovative and creative with the ability to translate ideas into effective action and outcomes.
- Clear and accurate written and spoken communication and presentation skills.
- An excellent understanding of and commitment to the principles of Equality, Diversity, and Inclusion.
- Excellent communication skills for listening, engaging, relationship building and influencing.
- Full UK Driving License

Desirable Skills, Experience and Qualifications

- A good working knowledge of Google for Business, including Google Drive, Google Calendar, and Gmail.
- Experience in planning, organising, and delivering learning opportunities for coaches and volunteers in a sports context.
- Educated to GCSE Level including Maths and English

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 has 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 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 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 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.

If you are interested in the role, please email your CV alongside a covering letter to British Rowing's HR Manager hr@britishrowing.org

Only applicants to be invited for interview will be contacted.
No CV's from agencies please.