



BRITISHROWING

Performance Programme Coordinator - Pathways

Job Specification

TEAMWORK | OPEN TO ALL | COMMITMENT



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

Job Purpose

To support the implementation of the World Class Programme (WCP) through the coordination and support of the Performance Programme activities, contributing to the success of the teams

Key Responsibilities

High Performance Academies Work with the Olympic Pathway Manager to support the GB High Performance Academies to deliver their objectives:

- Support with communications between British Rowing and the High Performance Academies, e.g. funding award letters, requests for reporting/monitoring information, etc
- Support the financial processes relating to HPA funding

Performance Development Academies

- Work with the Olympic Pathway Manager and Senior Performance Development Coach to support the Performance Development Academies to deliver their objectives:
 - Monitor expenditure relating to the Performance Development Academy budgets
 - Support the initial contact for Talent ID applicants to the British Rowing Performance Development Academies
 - Manage the publication of associated programme data and documentation
 - Coordinate the delivery of Camps, including the management of all 'off-water' operations through collaboration with the Performance Programme Coordinator - Logistics
 - Coordinate athlete registration for and withdrawal from Performance Development Academies through collaboration with the Performance Development Coaches
 - Work with the British Rowing Safeguarding Officer to facilitate relevant DBS checks for all coaches and team support working with the programme

Support to England Pathway

- Be a point of contact for the England Pathway Manager and Satellite Coaches to ensure alignment of, and adherence to, processes for the England Pathway Programmes and England Team activity.

Coastal Rowing and Beach Sprints

- Work collaboratively with the Olympic Pathway Manager and GB Beach Sprint Team Manager to support the Coastal Rowing and Beach Sprint programmes to deliver on the world stage:
 - Coordinate the annual programme registrations and Selection Trial Process for the GBRT programmes
 - Assist with the planning and delivery of associated GBRT programme activities, including attendance at trials and domestic camps/competitions where appropriate
 - Assist with the coordination and production of all associated training camp and competition documentation.

- Support the entry requirements for World Rowing Coastal Championships (National Federation and Club)
- Work with the relevant Supporters' representatives to manage support for Coastal and Beach Sprint events as required
- Oversee the process for Friends & Family Ticketing at key World Rowing/Home Nations/Commonwealth events and work with the relevant Team Manager/Assistant Team Manager to deliver this.

Other

- Work with your Performance Programme Coordinator – Pathways counterpart and the Performance Programme Pathway Support Manager to ensure the smooth delivery of Pathway programme activity including U19s.
- Work as part of the Programme Support team with other programme coordinators and managers to ensure the programme support across all areas of the GB Rowing Team are delivered effectively.

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
- 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.
- 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

This job description 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:

- Logical and analytical with a systematic approach to achieving tasks by being methodical and thorough with an eye for detail
- Excellent interpersonal skills - able to maintain an assertive but friendly and diplomatic manner when dealing with external and internal contacts and to remain calm and good humoured in all situations

- Ability to prioritise tasks and work to deadlines
- Confident and competent word processing and spreadsheet skills
- Skilled at working independently and as part of a team
- A can-do attitude and proactive approach to take on new challenges
- Ability to work evenings and weekends, when required

Desirable:

- An understanding of the High Performance Sport environment
- Experience of working in sport in a sport administration role or directly with athletes
- Working knowledge of Google G Suite
- A keen interest in sport

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.