



JOB DESCRIPTION AND PERSON SPECIFICATION

Welsh Rowing – Rowing Development Officer (RDO)

A great opportunity for a motivated and enthusiastic professional to serve the Rowing communities of Wales and help Welsh Rowing inspire a generation.

Location: Cardiff

Status: Full time (37 hours per week)

Remuneration: £18,000 PA

Reports to: Directly to Chief Operating Officer

Role

Welsh Rowing has recently been restructured and is committed to ensuring that it is a strong, robust and sustainable organisation that represents the needs of our community of coastal, river and indoor rowing members. We are determined to build a vibrant and strong rowing community in schools, clubs and strategic water sports venues across Wales. The RDO will be responsible to the Chief Operating Officer and will work across the organisation to deliver all aspects of the national club development programme through working with member clubs. The RDO will also support the development of a high quality coaching pathway which meets the needs of both athletes and coaches, enabling them to realise their potential and aspirations. The potential scope of this role is very large and as such activities will be carefully targeted (both geographically and by project) in order to achieve maximum impact.

Responsibilities

- To support the development of a sustainable workforce (coaches, officials, volunteers, club officers). In identified clubs- this will include, coach and club development planning.
- To oversee the development of 'learn to row' in identified centres, schools and clubs, utilising key delivery programmes and to ensure that appropriate exit routes are available to all participants.
- To support the development of a range of new activities in schools and clubs.
- To support the development and delivery of the national workforce development plans.
- To provide monitoring and evaluation information in accordance with the agreed procedures.
- To contribute to the development of resources for the Education and Training Programme.
- Delivery of the coach education programme.
- To be fully committed to the effective delivery of all Welsh Rowing programmes.
- At all times present a positive image of Welsh Rowing, its committees, volunteers and staff.
- Support Academy programmes, including Talent ID, as directed by Chief Operating Officer and National High Performance & Development Coach.
- Be prepared to continuously develop as a sports professional.

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



PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • First degree or similar level qualification in sports discipline <u>or</u> evidence of the equivalent practical experience • Full, clean driving licence 	<ul style="list-style-type: none"> • British Rowing UKCC Level 2 qualification • Professional qualification in management or finance • First Aid • Safeguarding & Protecting Children • Tutor Training qualification
<p>Experience</p> <ul style="list-style-type: none"> • Experience working in sports development • Experience of working with National Governing Bodies of sport and/or similar organisations • Experience of working with volunteers • Experience of developing and managing projects • Coaching experience 	<ul style="list-style-type: none"> • Experience of working in a performance or high performance environment • Experience designing resources or training packages • Managing and reporting on budgets
<p>Behaviours</p> <ul style="list-style-type: none"> • Excellent team leadership skills with the capability to manage and inspire participants and volunteers of Welsh Rowing • Excellent attention to detail • High-level communication skills • Well-developed active listening skills showing an ability to take direction as well as to direct • Outstanding commitment to the development of sport and the Olympic ideal • High level drive and determination to succeed • Commitment to equity and diversity • A flexible approach to working, including evenings and weekends 	<ul style="list-style-type: none"> • Ability to innovate and recognise potential

The successful candidate will be required to undergo an Enhanced CRB Disclosure.

Applications should be sent by *5pm on Friday 7th September* to will.parker@welshrowing.co.uk
Interviews will be in the week beginning Monday 17th September.

Any questions regarding the role please contact Will Parker (Chief Operating Officer) - 07743170750