



Online Project Officer Full-time

Based at British Rowing's Head Office in Hammersmith, London.

Purpose of Post

To work as part of a team to develop user-friendly and attractive online systems and content to support British Rowing programmes.

Responsible to

IT Programme Manager

General Responsibilities

- Working as part of a team delivering new online systems as part of the British Rowing's Whole Sport Plan
- Producing content for the online systems
- Supporting users of the online systems and feeding their experiences back in to improving future development
- Designing interfaces and resources that effectively engage and assist users
- To work as part of a team to support and develop British Rowing's existing online systems
- Training staff in the use of British Rowing's online systems
- Working as part of the National Office team to provide an excellent service to members
- At all times to present a positive image of British Rowing, its committees, volunteers and staff
- This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time

Expected Outcome

Successful impact will be –

- High user satisfaction levels
- Online systems to support the Whole Sport Plan which are fully developed and well suited to purpose
- Resources and content that is clear, well presented and is useful to both members and staff
- Improved support and guidance for staff and volunteers using online systems

Skills Required

- Experience and competence in creating online content
- Excellent aptitude for IT
- Excellent understanding of MS Office/DTP
- Excellent written English
- Problem-solving and organisational ability
- Good team worker and communicator

British Rowing is an Equal Opportunities Employer.

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