

# British Rowing Masters Championships – COVID-19 Officer

## Volunteer Role

---

<b>Reports to</b>	British Rowing Masters Championships (BRMC) Organising Committee Chair
<b>Date/s</b>	Saturday 12 <sup>th</sup> June 2021. The successful applicant will also be required to attend / call into Organising Committee meetings in the lead up to the event
<b>Location</b>	National Water Sports Centre - Nottingham

---

## Role Purpose

The Masters Championships is one of the largest regattas in the rowing calendar with up to 850 crews in recent years. Usually held over 2 days at Nottingham in the middle of June, this year's regatta circumstances is very dependent on what COVID-19 restrictions are in place at the time.

The Championship aims to provide racing for the best Masters crews (age 27+) in the county in all boat classes as well as provide a pathway for rowers who have taken up the sport in later years.

This is an opportunity to gain some hands-on experience in the fields of sporting events organisation in the run up to and during the British Rowing Masters Championships. The successful application will work with the BRMC Organising Committee made up of a mixture of volunteers and British Rowing staff and help in the coordination of the recruitment, placement and wellbeing of all volunteers during the event. The BRMC require approximately 60 volunteers to help run the event.

The event COVID-19 Officer is responsible for all COVID-19 matters for the event and will be responsible for liaising with key stakeholders and other organisations in relation to an event's response to COVID-19.

The COVID-19 Officer should promote clear and effective communication channels across the event and ensure that the OC and volunteers feel supported and have someone to go to should they have any questions or concerns. They should ensure that all event volunteers and third-party event contractors follow the COVID-19 guidance set.

## Commitment

The event COVID-19 Officer would expect to be involved in all aspects of event planning and operations, attend Organising Committee meetings and be present at the event to ensure compliance.

## Main Tasks and Responsibilities

- Act as the main point of contact for all stakeholders with regards to COVID-19.
- Oversee the implementation of the relevant risk assessments.
- Act as the link between the event and venue operators and ensure both are following current up to date guidance.
- Keep up to date with the latest Government and British Rowing advice and guidelines on COVID-19.
- Communicate with the OC about any COVID-19 matters that have been raised concerning the event.
- Review the event risk assessments and safety documents and recommend changes when necessary with regards to being COVID-Secure.
- Promote good practice to event stakeholders and remind them of protocols where necessary.
- Ensure pre-event health questionnaires are completed and recorded for all participants attending the event, including volunteers and competitors, in case of the need to share details with NHS Test and Trace.
- Support the Race Committee with any related COVID-19 issues.
- Ensure that the latest British Rowing COVID-19 Guidance is being followed and implemented.

## Relevant Skills and/or Aptitudes

- Reliable and proactive with a positive attitude.
- Good listener with excellent interpersonal skills.
- Excellent communicator with good verbal, written and IT skills.
- Approachable.
- Understands and respects confidentiality.
- Tactful and discrete.
- Logical thinker.

## Knowledge and Experience

- Understanding of the event risk assessment process.
- Understanding of event delivery structure and third-party stakeholders.
- Understanding of Government and British Rowing COVID-19 guidance.
- Understanding of GDPR regulations

## Additional Information

Although this is a voluntary role, reasonable expenses will be paid as per the British Rowing expenses policy, and accommodation provided during the event. The successful candidate must be available for the weekend of the Championships.

Please send a CV (one side of A4) to Christopher Anton, OC Chair at [c.anton@blueyonder.co.uk](mailto:c.anton@blueyonder.co.uk) by 25<sup>th</sup> March 2021. A virtual interview may be held with the candidates and members of the OC towards the end of the month.

## 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.