



BRITISHROWING

Governance Officer

Job specification

TEAMWORK | OPEN TO ALL | COMMITMENT



Job Title	Governance Officer
Reports to	Deputy Director of Legal and Governance
Directorate	Governance & Welfare
Location	Hammersmith, London with flexibility regarding working from home

Job Purpose

To support the Deputy Director of Legal and Governance with disciplinary and grievance matters reported to British Rowing.

Responsibilities

- To act as initial point of call for referrals from website, other members of staff, club officials.
- To understand whether reported matters should be treated as disciplinary and grievance matters or whether they are employment, safeguarding or other issues (outside remit of the post) and to refer them accordingly. If the complaint is both disciplinary/grievance and safeguarding work to with the relevant colleague to resolve.
- To understand and apply the Regulations and Articles of Association of British Rowing and the accompanying guidance documents and other governance documents
- To provide administrative and other assistance to the Deputy Director of Legal and Governance as required with their duties.
- To work with the Lead Safeguarding Officer and the Anti-Doping and Integrity Officer to achieve satisfactory resolution of any issues which arise.
- To ensure that policy documentation is updated when necessary and circulated as required.
- To maintain a record of ongoing grievances and to update the Deputy Director of Legal and Governance regularly as agreed.
- To act as point of contact for UKVI enquiries and to understand British Rowing process.

Other:

- Present a positive image of British Rowing (including its committees, volunteers and staff) and the sport of rowing at all times.

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 and abilities:

- Discreet, supportive, and professional approach.

- Basic knowledge and understanding of safeguarding, anti-doping and grievance procedures.
- Communication skills.
- Ability to work collaboratively as part of a team.

Desirable skills and abilities:

- An understanding of the structure of rowing in the UK and affiliated clubs and associations might be an advantage but is not seen to be essential.

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.