



## JOB DESCRIPTION

Post:	<b>Rowing Academy Development Coach</b>
Department:	<b>Sports Academy</b>
Reporting to:	<b>Lead Rowing Coach (HE)</b>
Salary:	<b>£22,000 per annum</b>
Hours per week:	<b>37.5 (5 days over 7 flexible)</b>
Contract Type:	<b>Permanent</b>
Annual Leave:	<b>25 days plus bank holidays</b>
Probation Period:	<b>6 months</b>

### **Main Purpose of the Role:**

Responsible for leading the Hartpury Rowing Development Programme and assisting the HE Rowing Programme. Other key roles will include a focus on outreach recruitment and leading summer camps, alongside assisting the Junior Rowing Pathway when necessary. Managing and improving individual progression of athletes throughout Hartpury's pathway, aiming to achieve prominence in national and international rowing competitions.

### **Main Duties & Responsibilities:**

1. Responsible to the HE Lead Rowing Coach for the day-to-day support of the Hartpury Rowing Programme to ensure it meets Centre of Excellence standards in all aspects of its operation and to create a culture, which encourages high personal standards on and off the water, which is commensurate with a high performance environment.
2. Lead the development programme day to day and internal and external recruitment of students onto the rowing programmes.
3. Outreach recruitment to clubs and athletes nationwide.
4. Assist the junior programme when required and work in unison with the Junior Pathway Coach to lead rowing camps throughout the season.
5. Support with monitoring and managing the performances of students on the rowing programme.

### **Coaching**

6. Support the delivery of land and water based training, and camps/competitions. With a primary focus on the development programme athletes.
7. Support with the transportation of athletes and equipment to and from training and competition.
8. Support the development of rowers that are capable of representing GB at the junior, U23, and senior level where appropriate.
9. Support the development of rowers that are capable of competing successfully at national competitions and throughout the GB Rowing Team World Class Start Programme.
10. Work effectively within our team of coaches, bringing ideas and individual perspective into the daily training environment.
11. Actively engage in CPD opportunities to improve coaching ability and bring new skills and knowledge into the team.

### **Selection & Recruitment**

12. Support with the identification of talented rowers who wish to study at Hartpury via outreach recruitment.



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13. Support the implementation of talent identification testing, in conjunction with the GB Rowing Team Start Programme.

### **Competition, Training & Coaching**

14. Support the design and implementation of a training schedule to enable athletes to achieve their potential and aspirations.
15. Support the development and implementation of a culture and philosophy which is both effective and utilises the strengths of the rowers.
16. Attend training sessions and competitions as required.
17. Ensure rowers receive adequate feedback on performances during coaching sessions, competitions, and 1:1 review meetings.
18. Ensure rowers adhere to the Sports Academy code of conduct on & off the water.
19. Support the routine care and maintenance of equipment used across the rowing programmes.

### **Administration**

20. Support the efficient delivery of administration tasks including promotion of the rowing programme and work with communications/media team.
21. Undertake any other reasonable duties as requested from time to time by the Rowing Programme Lead Coaches/Directors of Elite Sport or senior college management.

### **Teaching Posts Only**

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

### **Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

### **Safeguarding**

Hartpury recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding



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Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

### **Equality, Diversity and Inclusivity**

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

### **Health and Safety**

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury's Health and Safety Policies and Procedures.



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## PERSON SPECIFICATION

Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
<b>Qualifications/Training</b>			
Educated to degree level		✓	AF
Educated to degree level in sport, coaching or management field		✓	AF
UKCC Level 2 Rowing Coach or above	✓		AF
UKCC Level 3 Rowing Coach or above		✓	AF
Full Driving License	✓		AF
B+E Qualified (trailer towing)		✓	AF
D1 Qualified (minibus)		✓	AF
RYA Level 2 Powerboat Qualified		✓	AF
<b>Experience/Key Skills</b>			
Experience of team coaching in a performance environment		✓	AF/IV
Experience of successful individual athlete coaching at a national level		✓	AF/IV
Experience and Understanding of the principals of talent identification in rowing		✓	AF/IV
Evidence of continued professional development	✓		AF/IV
Understanding of and commitment to promoting equality of opportunity in the working and learning environment	✓		AF/IV
Experience in athlete/student recruitment and engagement	✓		AF/IV
Commitment to high quality teaching/coaching and fostering a positive learning environment for students.	✓		AF/IV
An understanding of safeguarding and its importance in an educational environment	✓		AF/IV

<b>Behavioural Competencies</b>			
<b>Excellence</b> With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
<b>Champion Change</b> With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote	✓		AF/IV



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change as an opportunity to apply new skills and foster a learning environment.			
<b>Responsibility</b> We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
<b>Working Together</b> We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
<b>Trust and Respect</b> We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.