



BRITISHROWING

Performance Programme Coordinator - NTC

Job specification

TEAMWORK | OPEN TO ALL | COMMITMENT

Job Title	Performance Programme Coordinator - NTC
Reports to	Performance Programme Team Support Manager
Directorate	Performance
Location	The National Training Centre (Sheriff's Boathouse, Redgrave Pinsent Rowing Lake, Caversham)

Job Purpose

To support the implementation of the World Class Programme (WCP) through the coordination and support of the Performance activities, contributing to the success of the teams

Key Responsibilities

- Work with the Chief Medical Officer (CMO) to provide support for, and coordination of, medical administration practices:
 - Provide medical secretary support to the CMO
 - Coordinate and maintain athlete medical records (e.g., PDMS uploads for immunisations, blood tests)
 - Coordinate Medical Exemptions relating to the Selection Trial Process
 - Coordinate First Aid & Basic Life Supporting Training for the Performance Directorate
 - Maintain the GBRT Medicine Policy
- Work to provide support for the Performance Directorate activities at the National Training Centre (NTC):
 - Coordinate equipment and supply orders and servicing, including assistance in maintaining the equipment and performance support (SSSM) inventory
 - Coordinate the stock check and ordering of consumables for medical and SSSM practices.
 - Coordinate the annual Drivers' Authorisation process
 - Coordinate the Performance Support rota, meetings and conferences
- Work to propose, develop and deliver a teamwear range against an agreed budget for the Performance Directorate:
 - Coordinate a suitable consultation process which involves athletes and staff
 - Coordinate associated sampling and feedback requirements prior to preparing, submitting and processing orders and deliveries in a timely manner
 - Develop and maintain accurate sizing and stock management data
 - Coordinate kit distribution
 - Work with British Rowing's Commercial Manager to provide a retail range of GBRT Supporters' Kit merchandise
- Work as part of the team with other programme coordinators and managers to ensure the programme support across all areas is delivered effectively.

General Responsibilities

- Work collaboratively to design, deliver and continuously evolve the systems and processes required to implement and deliver the WCP – the 'Performance Programme Standard Operating Procedures'
- Attend meetings relevant to the role as necessary
- Contribute to the annual performance review, including the production of regular reports as required
- Present a positive image of British Rowing to stakeholders in any media context and supporting publicly the National Lottery and British Rowing sponsors. The post-holder should wear Team clothing as appropriate



- The post-holder may not be publicly associated with or work for another organisation or sponsor team without the Director of Performance's written agreement
- Follow the British Rowing Policies and Procedures and ensure that these are understood and followed by any staff and/or athletes for whom the post-holder is responsible. Special attention should be given to policies on Clean Sport (including use of supplements), Water Safety and where appropriate, Child Protection.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Person Specification

Essential:

- Proven track record in an administration role
- Experience within the medical field – this does not need to be within sports
- Proven ability to work within the rules of medical confidentiality
- Ability to prioritise tasks and work to deadlines
- Highly literate and numerate with excellent attention to detail.
- Excellent interpersonal skills 2
- Appreciate that projects need to be completed, methodical approach with an ability to work under pressure.
- Skilled at working as part of a team.
- Experienced in working with diverse and remote teams.
- A can-do attitude and willingness to take on new challenges.
- Ability to work evenings and weekends, when required.

Desirable:

- Working knowledge of Google G Suite
- A keen interest in sport

Additional Information

Anti-Doping The post-holder is expected to be fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a good personal example in this field. When directly working with athletes the post-holder has a responsibility to inform them appropriately of the Code's application to them and to influence them in following a 'drug-free' culture.

Hours The post-holder's hours will be flexible to reflect the needs of the role and, while maintaining an appropriate work/life balance, will include time in evenings, at weekends and over public holidays. Standard working hours are 40 hours a week although flexibility is required in order to ensure core objectives are achieved.



BRITISH ROWING

British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic and Paralympic sports of all time delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic and Paralympic Games.

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.