



BRITISHROWING

# NTC Groundskeeper & Facilities Assistant

Job specification

TEAMWORK | OPEN TO ALL | COMMITMENT



<b>Job Title</b>	NTC Groundskeeper & Facilities Assistant
<b>Reports to</b>	Performance Programme Resources Manager
<b>Directorate</b>	Performance
<b>Location</b>	The National Training Centre (Sheriff's Boathouse, Redgrave Pinsent Rowing Lake, Caversham)

## Job Purpose

Support the Boathouse staff in the smooth running of Sherriff's Boathouse & Redgrave Pinsent Rowing Lake, Caversham; National Training Centre for Olympic & Paralympic Rowing.

## Key responsibilities

- Complete the practical tasks required to keep the NTC environment a World Class training facility including but not limited to:
  - Security – opening and closing the site as necessary
  - Maintenance of indoor areas - Small DIY and repair jobs, emptying of bins
  - Maintenance of outdoor grounds – Mowing, weeding, litter picking
  - Maintenance of lake – dyeing, buoy cleaning
  - Deliveries – Collect, receive, and make deliveries for the NTC
  - Preparation of indoor spaces – setup/takedown for meetings, press conferences or events
- Work with the Boatman to ensure the boathouse is kept in good order and assist where necessary in the movement of equipment or boats
- Provide safety cover, undertaking training where necessary, to fulfil the following roles:
  - First Aider
  - Fire Warden
  - On water launch safety cover
- Transportation of boats to domestic and overseas locations

*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

- A pride in your work
- A can-do attitude
- Ability to work with a high degree of independence
- Ability to work as part of a team



## Desirable

- RYA Level 2
- Trailer Driving License and Experience
- Experience of tractor driving/hedge trimming

## 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. National and International travel will be required.

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.