



BRITISH ROWING

Performance Programme Coordinator - Athlete Support

Job Specification

TEAMWORK | OPEN TO ALL | COMMITMENT



Job Title	Performance Programme Coordinator - Athlete Support
Reports to	Performance Programme Team Support Manager
Directorate	Performance
Location	Hybrid – Home working with time at the National Training Centre – Redgrave Pinsent Rowing Lake, Caversham, and British Rowing Headquarters (6 Lower Mall, Hammersmith, London)

Job Purpose

Provide support to athletes and the Performance Programmes within the GB Rowing Team (GBRT) World Class Programme (WCP), supporting key areas that underpin the Performance Directorate's activities, ultimately contributing to the success of the teams.

Key Responsibilities

World Class Programme (WCP)/Athlete Support

- Coordination of the Rowing WCP Nomination Process:
 - Support of the Rowing WCP Nomination Groups, collating relevant data for regular review of recommendations for Athlete Performance Awards (APAs)
 - Process nominations via the UK Sport online portal and athlete notifications
- Coordination of WCP Support:
 - Track APA numbers, conditions of support and relevant interim reviews
 - Develop and maintain supporting documentation for WCP Selection (e.g. Performance Athlete Agreement and associated policies)
 - Develop and maintain other athlete-related policies and logs (e.g. Pregnancy, Misconduct, Behaviour)
 - Implement relevant associated Performance Support Services, (e.g. Medical Insurance)
 - Implement nominations for TeamGB / ParalympicsGB Gold Club Nominations
- Coordination of the Individual Athlete Development Plan (IADP) process
- Coordination of annual Rower Registration and Commitment Agreement processes
- Coordination of discretionary Rower Training Support and tracking of relevant budget
- Coordination of activities to support the work of the Performance Lifestyle Advisors and rowers including:
 - References for athletes
 - Administration of Personal Development Awards (PDAs)
 - Athlete Mentoring and tracking of associated budgets
- Work with the Anti-Doping Integrity Officer and Chief Medical Officer to ensure support for, and delivery of, Clean Sport across the Performance Directorate.

Athlete Friends and Family/Nearest and Dearest Support

- Work with GBRT Supporters' representatives to manage support as required,
- Oversee the process for Friends & Family Ticketing at key World Rowing events and work with the relevant Programme Coordinator or Team Manager/Assistant Team Manager to deliver this.

- Coordinate Rowing's interaction with the Team GB and ParalympicsGB Nearest and Dearest programmes. To include ticketing, information sharing and being a key point of contact for advice and support pre, during and post Games.

People Development and Recognising Success

- Coordination of the 'People Development Programme'
 - Collate and publish development opportunities for Performance staff
 - Implement and facilitate processes for nominating and attending development opportunities and feeding back on experiences
 - Maintain records tracking People Development activity
- Tracking of the assigned People Development budgets
- Represent Team Support on, and provide support to, the People Development Steering Group
- Coordination of award nominations where staff or programmes have performed with distinction
- Coordination of athlete awards to recognise GBRT's outstanding individuals and prize winners

Other

- Work as part of the team with other Performance Programme Coordinators and Managers to ensure 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
- 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.
- 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

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:

- Logical and analytical with a systematic approach to achieving tasks by being methodical and thorough with an eye for detail
- Excellent interpersonal skills - able to maintain an assertive but friendly and diplomatic manner when dealing with external and internal contacts and to remain calm and good humoured in all situations
- Ability to prioritise tasks and work to deadlines
- Confident and competent word processing and spreadsheet skills
- Skilled at working independently and as part of a team
- A can-do attitude and proactive approach to take on new challenges
- Ability to work evenings and weekends, when required

Desirable:

- An understanding of the High Performance Sport environment
- Experience of working in sport in a sport administration role or directly with athletes
- 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 will have 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 may 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.