



# **Job Description**

**Learning, Education and Development  
Technical Editor**



**Job Title** Technical Editor

**Reports to** Head of Learning Education and Development

**Location** British Rowing Headquarters – Hammersmith (With the option for hybrid working)

## **Job Purpose**

To ensure the production of high-quality technical resources to assist the delivery of British Rowing's strategic objectives, with a particular focus on Learning, Education and Development (LEAD). The Technical Editor will work closely with the LEAD team to develop new and creative resources, and review current resources in an evolving and dynamic culture. The post holder will be required to liaise and develop a good working relationship with the wider organisation external partners and developers. The role will also support the wider organisation as needed.

## **Responsibilities**

Work with the LEAD team to develop and evolve high quality resources for British Rowing publications/products. This may include, but will not be limited to:

- Developing engaging technical resources for the LEAD offer.
- Writing, editing, proof-reading, and reviewing technical resource.
- Creating new resource for the delivery of online and face to face learning opportunities.
- Overseeing the collation of technical resource from subject matter experts.
- Evolving copy on British Rowing learning platforms to ensure it remains relevant.
- Keeping the online library up to date with new copy and resources.
- Developing and evolving delivery resources to ensure they refer to new British Rowing products.
- Creating innovative solutions in partnership with the LEAD team
- Acting as the cataloguer for the learning offer resources online through the 'Coaching Stream'
- Ensure all LEAD products are consistent with the British Rowing brand identity guide.
- Support the communication plans linked to LEAD.
- Provide ongoing updates on the progress of projects as directed by the Line Manager.
- Present a positive image of British Rowing (including its committees, volunteers, and staff) and the sport of rowing at all times.
- At all times, consider how you and your role can support the strategic objectives of British Rowing.

## Person Specification

### Essential Skills, Experience and Qualifications

- An organised individual who is able to prioritise and delivery against the strategy to agreed deadlines and to the highest standards.
- Self-driven, able to work on own initiative and collaboratively within a team.
- Ability to negotiate and influence in key situations.
- Good self-awareness and emotional intelligence.
- Proven record of establishing a culture of collaboration, team working, innovation and support.
- Great communicator who can operate in a positive and encouraging way to build high quality relationships.
- Has the ability to prioritise tasks, set realistic targets, goals and objectives within definable constraints.
- Innovative and creative with the ability to translate ideas into effective action and outcomes.
- Clear and accurate written and spoken communication and presentation skills.
- An excellent understanding of and commitment to the principles of Equality, Diversity, and Inclusion.
- Excellent communication skills for listening, engaging, relationship building and influencing.

### Desirable Skills, Experience and Qualifications

- A good working knowledge of Google for Business, including Google Drive, Google Calendar, and Gmail.
- Experience in creating resources to support learning opportunities for coaches and volunteers in a sports context.
- Educated to GCSE Level including Maths and English

*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.*

## Additional Information

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 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 Games.

**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 travel may be required.

**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.

If you are interested in the role, please email your CV alongside a covering letter to British Rowing's HR Manager [hr@britishrowing.org](mailto:hr@britishrowing.org)

Only applicants to be invited for interview will be contacted.