



ENGLAND
ROWING

**Volunteer Assistant Team Manager
(Home International Rowing Regatta)**

Application Pack

TEAMWORK | OPEN TO ALL | COMMITMENT



The Voluntary Role

Role Title	Assistant Team Manager, England Team (HIRR)
Reports to	Team Manager, England Rowing (HIRR)
Location	National
Type	Voluntary

In the voluntary role of Assistant Team Manager, you will assist the Team Manager, Lead Coaches and Safeguarding Officer to support the management, selection and training of the England Team to compete at the Home International Rowing Regatta (HIRR).

This role is seen as a development opportunity for those wishing to gain experience in team management.

No rowing experience is required.

About You

Join us as Assistant Team Manager for the Home International Rowing Regatta! We're looking for someone with a can-do attitude to support our talented team. As an effective communicator, you'll inspire both our workforce and athletes to reach their full potential.

No worries if you're new to rowing or team management – you'll learn from experienced professionals including a seasoned Team Manager, Lead Coaches, and Safeguarding Officer. Your organizational skills will be crucial in coordinating team needs, from accommodations to social media communication.





About Us

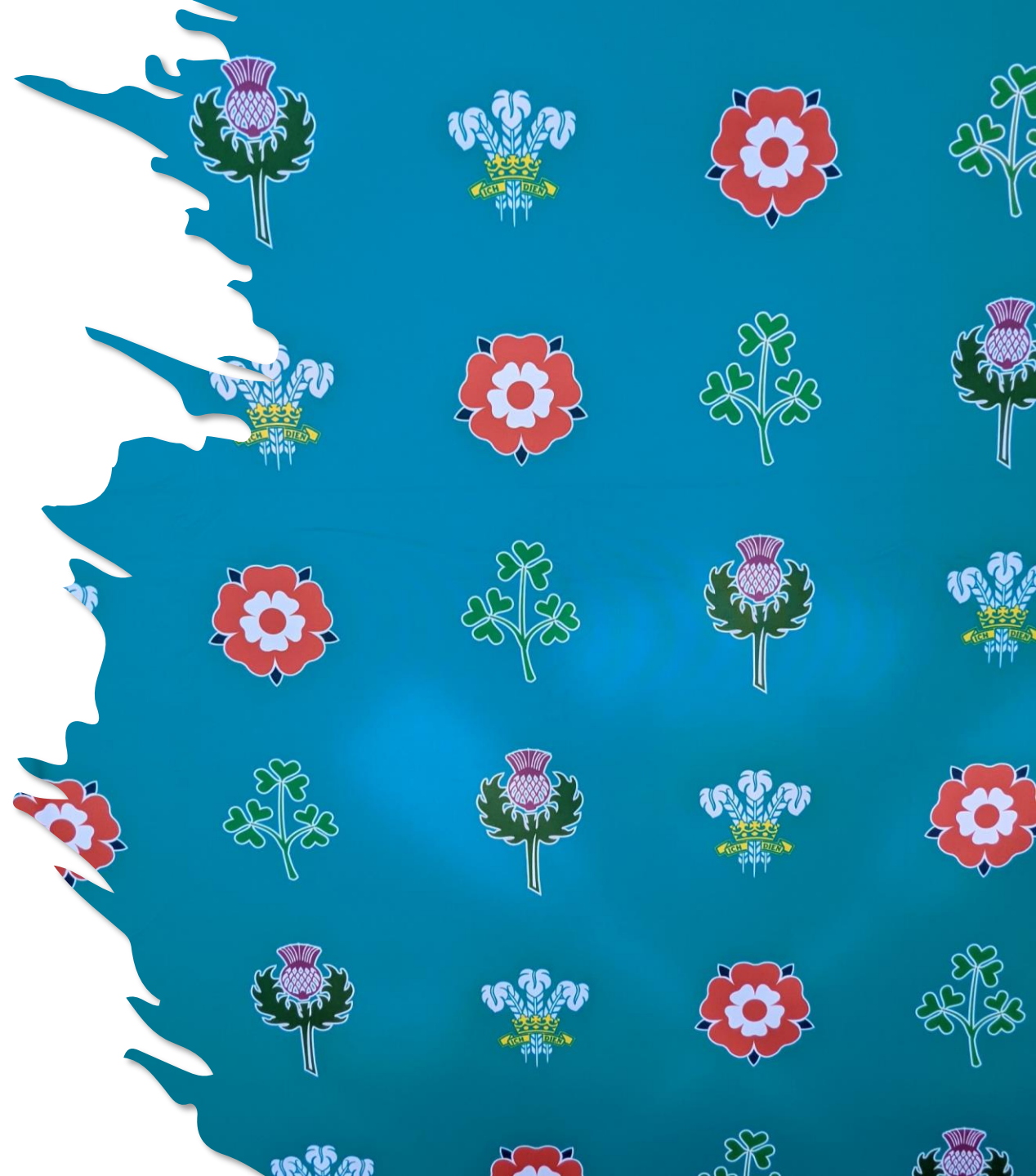
British Rowing is the national governing body for rowing, responsible for supporting grassroots rowing in England and the selection of England Teams for Home International Rowing events and Commonwealth Competitions. We also manage the selection of the GB Rowing Team ready for the Olympics, Paralympics and other international competitions.

British Rowing is committed to growing all forms of the sport. Delivering an inclusive pathway that allows athletes from a diverse range of backgrounds to reach their potential is just part of our work towards achieving this goal.

About the Home International Rowing Regatta (HIRR)

The Home International Rowing Regatta (HIRR) is a historic annual competition dating back to 1962 seeing the four 'Home Nations' of England, Scotland, Wales and Ireland compete. Every race counts towards combined team trophies for Junior Women, Junior Men, Senior Women and Senior Men.

A new racing format, announced in 2020, means rowers will have a minimum of two races, with the majority racing three times. Racing takes place over 2000m for all boat classes, with the 4x and 8+ racing a second time over 500m.



Responsibilities

- Assist the planning, organising and running of the trials event.
- Support the Team Manager with the selection, booking and planning for team transport, accommodation and meals.
- Support with team communications and social media output.
- Assist the England Rowing Safeguarding officer with support for selected crew training if required between trials and event.
- Manage the process of ensuring that the entire team are anti-doping qualified, organising this with BR and ensuring all athletes attend.
- Support the selected team in registration activities with BR.
- Support the preparation of key documentation to appropriate standards, experience of Google office suite of products (Gmail / Drive) plus MS Office (Word / Excel)
- Follow British Rowing Policies and Procedures and ensure that these are understood and followed by any workforce and/or athletes for whom the post-holder is responsible. Special attention should be given as appropriate to policies on Child Protection, Anti-Doping (including use of supplements) and Water Safety.
- Present a positive image of British Rowing, England Rowing and Home International Events in any public context and supporting publicly the National Lottery and other British Rowing / England Rowing sponsors. The post-holder should wear England Rowing clothing as appropriate.
- *This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time.*

Person Specification

- Able to communicate effectively, inspire and enable.
- Understanding of a performance-based environment.
- Desire to continually develop skills and knowledge where relevant to the role.
- Proficient with Microsoft (e.g. Excel, Word etc) and Google systems (e.g. Gmail, Drive, Sheets).
- Current or willing to attend First Aid training.
- Current or willing to attend Safeguarding and Protecting Children training.
- Completed or willing to complete British Rowing Online Risk Assessment training.
- Current or will be expected to complete a DBS documentation as obtained through British Rowing.
- A can-do attitude and willing to get hands on when needed.

Note: Any expenses from courses the successful applicant will be required to attend will be covered by British Rowing.





Our Offer

The position of England Assistant Team Manager, (Home International Rowing Regatta) is a voluntary position and reasonable expenses will be covered. (e.g. travel, accommodation and qualifications required for the role.)

As part of our offer to you, you'll be given British Rowing Coach membership and you'll be supported through opportunities to gain experiential learning.

Applying

To apply please complete this [application form](#) and send it to our England Pathway Manager, [James Andrews](#).

No need to send in a CV or cover letter. Applications will close at 09:00 on Monday 26 February. but if you like the sound of the role, make sure to get your application in straight away!

Interviews will take place via “Google Meet” on Monday 18 March between 13:00 and 17:00.

If you have any questions or would like an informal discussion about the role you can contact [James Andrews](#), (England Pathway Manager) or [Chris McManus](#) (England Team Manager (HIRR)) who'd love to talk with you about answering any questions you have!



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.

Scope

The post-holder is jointly responsible for maximising all coaches and athletes' potential. Successful impact will produce motivated athletes, a strong England Talent Pathway pipeline and secure funding for British Rowing programmes.

Hours & Dates

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. The role requires planning in advance and can be completed in the post holders own time however the dates for the event, and trial are set. The event trial is hosted one day on the 2nd weekend in July and the event is the hosted on the 4th Saturday in July with the team usually travelling to the event on the Thursday prior and returning Saturday evening.

Remuneration

The role is voluntary, reasonable expenses will be covered by 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 sports of all time delivering 26 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.