



ENGLAND
ROWING

Volunteer Team Manager
(Home International Rowing Regatta)

Application Pack

TEAMWORK | OPEN TO ALL | COMMITMENT



The Voluntary Role

Role Title	Team Manager, England Team (HIRR)
Type	Voluntary
Reports to	Team Manager, England Rowing (HIRR)
Direct Reports	Assistant Team Manager
	Lead Coach (Seniors)
	Lead Coach (Juniors)
	Equipment Manager
Location	National

The Home International Rowing Regatta (HIRR) is an historic annual competition dating back to 1962 seeing the four “Home Nations” of England, Scotland, Wales & Ireland compete. The event has a rich history, with many Olympians having raced here for their first international representation, the event has created a clear pathway onto Great Britain and Rowing Ireland national teams for decades.

In the voluntary role of Team Manager, you will lead the management and trial of the England Team to compete at the Home International Rowing Regatta.

Criteria for Success

Full Team Selection: Successfully host a selection trial to select a full and competitive England Team for HIRR, ensuring that any potential barriers to participation are minimised.

Collaborative Leadership & Advocacy: Effectively lead the volunteer team to focus on providing a supportive athlete pathway opportunity whilst also actively advocating for England Rowing and all its teams.

Pathway Development: You will have created a positive development experience for pathway athletes and coaches on the team with aspirations of representing Great Britain in the future.



About You

We are looking for dynamic Team manager to lead the management of the England Team at the Home International Regatta. You'll be an effective communicator able to inspire and enable both your team workforce and athletes to perform to the best of their potential at the regatta.

Experience of rowing is desirable but not essential as you'll be working alongside two experienced rowing coaches in the selection and leadership of the team. However, knowledge and experience of managing a team in a performance environment is.

You'll have excellent organisational skills, coordinating all the team's requirements. Including accommodation, meals, transport, kit, and ensuring all British Rowing policies are followed.





About Us

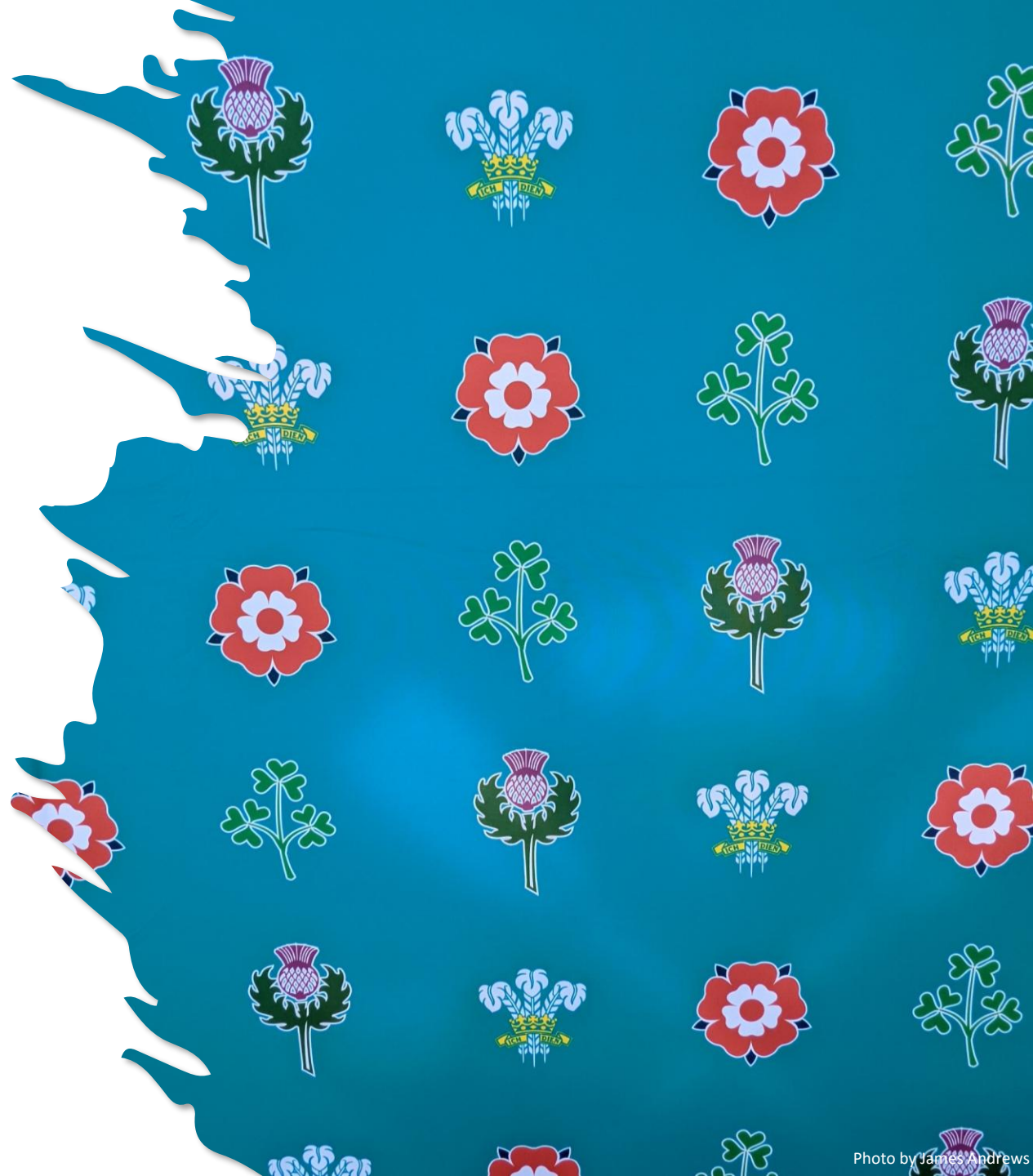
We are the governing body for rowing, responsible for supporting grassroots rowing in England and the selection of England Teams for Home International and Commonwealth Competitions. We also manage the selection of the GB Rowing Team ready for the Olympics, Paralympics and other international competitions.

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

General:

- Liaise with British Rowing's England Pathway Manager and agree a strategy for England's HIRR campaign and to ensure the team meets budget requirements.
- Line manage the England HIRR Support Team volunteers.
- Work with the England Safeguarding Officer to ensure all safeguarding requirements are met during the trial and competition periods

Trial:

- Coordinate, lead and oversee the planning, promotion and safe delivery of the England Team trials including:
 - Venue booking
 - Safety Requirements and Risk Assessment
 - Trailer Parking
 - Timing and Results
- Act as one of three selectors (alongside the England Pathway Manager and respective Lead coach) in the selection of the team from the trials.

Post trial and HIRR:

- Lead the England Rowing team and act as the single point of contact.
- Liaise with England Team Lead Coaches to ensure training opportunities between the trial and event are implemented.
- Liaise with the England Equipment Manager to ensure all planning for equipment logistics are implemented.

- Ensure team discipline, morale and standards are of a high standard.
- Coordinate the following team requirements with British Rowing staff:
 - Accommodation & meal arrangements.
 - Transport for team members.
 - Team Kit.
- Arrange, manage and coordinate the following team requirements:
 - Communication with England Team Support Volunteers, Athletes, Coaches and Parents, pre-during and post competition.
 - Ensuring all team members have read and agree to abide by [British Rowing's Rules of Racing, Code of Conduct and all other relevant Policies and Guidance](#).
 - Keep and maintain records for all team members including, contact details (including next of kin and Parent/Guardian consent for juniors), their dietary requirements and/or health conditions.

Additional:

- 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 Rowing 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

Essential

- **Passion for developing aspiring athletes:** You'll be passionate about supporting developing athletes looking to progress on the GB Performance Pathway.
- **Communication and Leadership:** You will be able to communicate effectively and inspire and enable others to be the best version of themselves.
- **Management/Coaching Experience:** You will have management or coaching experience, ideally in a performance environment.
- **Financial Acumen/Budget Management:** You will have an ability to manage team finances and work with the England Pathway Manager to ensure the team meets budget requirements.
- **Safety/Risk Management Focus:** You will have a commitment to safe delivery, including coordinating and overseeing Safety Requirements and Risk Assessment for trials.
- **Policy and Compliance Commitment:** You will commit to following British Rowing Policies and Procedures and ensuring they are understood and followed by the workforce and athletes, with special attention to Safeguarding, Anti-Doping, and Water Safety.
- **Collaborative Team Player:** You can seamlessly integrate into existing teams and programs, communicating effectively with rowers, coaches, and staff to ensure a cohesive and supportive environment for athlete development.



Person Specification

Essential (continued)

Committed to Professional Development: Will currently hold or be willing to complete:

- First Aid training.
- Safeguarding and Protecting Children training.
- Safeguarding and Protecting Adults training.
- Clean Sport / Anti-Doping Training
- DBS/CRC documentation as obtained by British Rowing.

IT Proficiency: Proficient with Microsoft (e.g. Excel, Word etc) and Google systems (e.g. Gmail, Drive, Sheets)

Advocacy and Positive Representation: You will present a positive image of British Rowing, England Rowing, and the Home International Rowing Events.

Willingness for Flexible Hours: You will be able to work flexible hours reflecting the needs of the role, including evenings and weekends, especially for set event and trial dates.

Desirable

Policy and Procedure Adherence: You possess a strong understanding of, and commitment to, British Rowing's policies and procedures, particularly regarding data protection, safeguarding, Anti-Doping, and Water Safety, and can ensure their proper implementation.





Our Offer

The position of England 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 along with your CV to our England Pathway Manager, [James Andrews](#). No need to send a cover letter.

Applications will close at 09:00 on Monday, 8 December, 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, December 15th 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) 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 2 nd weekend in July and the event is the hosted on the 4 th 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. Expenses covered will include CPD/training costs, clothing, trial and event costs associated with the role. We will also cover basic BR membership costs.

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 37 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.