



O U R C s

# OXFORD UNIVERSITY SABBATICAL OFFICER FOR ROWING

## JOB DESCRIPTION

- Main Purpose:** To provide administrative support to the Oxford University Rowing Clubs (OURCs) committee, act as OURCs safety adviser, provide the Council for Oxford University Rowing (COUR) with administrative support, and offer general administrative support to the Oxford University Rowing Community at large, where required. The Rowing Sabbatical Officer will act as Vice-Secretary to OURCs.
- Responsible To:** OURCs Senior Member, and for day to day operations the Director of Sport.
- Appointment:** By election at annual Captains Meeting of OURCs in preceding year, a shortlist of suitable candidates to be approved by COUR prior to election.

## WORKING ARRANGEMENTS

This is a part-time post (30 hours per week), running for a fixed term from 1<sup>st</sup> September – 1<sup>st</sup> July.

Salary is based on University Clerical Grade 3 currently £13953 p.a. (*pro rata*). This will translate to approximately £955.70 per month, before tax, plus an inflationary cost of living rise due in August 2006.

The post-holder will have office space at Iffley Rd and will normally be expected to be available/contactable there between the hours of 9:30am and 3pm Monday to Friday. The post holder needs to be flexible to meet the requirements of the post and additional flexi time work will be needed from time to time to make up the 30 hour a week post.

University holiday entitlement will apply, and leave should be taken at the discretion of the Director of Sport, usually outside of University Full Term. Any further employment plans (such as coaching) should also be discussed with the Director of Sport.

Please contact the Director of Sport ([jon.roycroft@sport.ox.ac.uk](mailto:jon.roycroft@sport.ox.ac.uk)) for specific questions regarding work practices.

## APPLICATION PROCESS

The post is expected to be of interest to those seeking to develop a career in coaching, education or sports management, or those who wish to gain valuable transferable skills while maintaining an interest in developing rowing in Oxford University.

Interested parties should apply with full curriculum vitae and a letter explaining their reasons for applying, and what they feel they can bring to the post. Contact details, and the details (including telephone number and email address) of two referees, should also be supplied.

Applications should be received electronically (preferred) by Morven Porteous ([morven.porteous@sport.ox.ac.uk](mailto:morven.porteous@sport.ox.ac.uk)), or to Morven Porteous, Sabbatical Officer for Rowing Oxford University Sports Complex, Iffley Road, Oxford OX3 1EQ.

**THE DEADLINE FOR APPLICATION IS THE END OF 9<sup>TH</sup> WEEK (HILARY TERM)  
(SATURDAY 18<sup>TH</sup> MARCH 2006)**

The post-holder will be chosen by election from a short list approved by COUR, at the first possible OURCs Captains' Meeting at the start of Trinity term. Campaigning will be strictly limited to published manifestos (through OURC's) and the election at Captains meeting itself. COUR reserves the right to fine or remove candidates from the short list should they contravene this request.

## SABBATICAL OFFICER DUTIES

### Specific OURCs Duties.

- Issue OURCs notes, agendas and circulars as agreed with OURCs committee or necessitated by specific projects.
- Provide support to the Race Committees organising OURCs races.
- Keep and distribute records of Captains' Meetings.
- Maintain and review where appropriate, the Constitution and Rules consistent with University Protocol.
- Ensure that the OURCs website is maintained.
- To liaise, where appropriate, with the Area Safety Officer (Sport), and other such officers at the discretion of the OURCs committee and COUR in relation to all matters of Rowing Safety.
- Ensure that all College Boat clubs are aware of, and are supported in complying with, all Amateur Rowing Association (ARA) safety guidelines and are appropriately insured.
- Work in conjunction with the appropriate staff at the University sports centre in the administration of water safety tests for rowers.
- Advise on the safety measures in place for OURCs events and other events sanctioned by OURCs.
- Maintain and monitor a file of ARA Safety Audits and other relevant documentation from affiliated Boat Clubs.

- Encourage and assist College Boat Clubs to develop sound coaching practices.

### General University Rowing Duties

- Offer Administrative support to University Rowing Clubs where required, appropriate, and sanctioned by COUR.
- Act as convener and secretary of COUR and to action COUR directives.
- Liaise with University Rowing Club Presidents (or professional staff where appropriate) in the identification of talented rowers within the College community.

### Detailed Description of Duties.

It is expected that the OURCs Sabbatical Officer will act as Safety Officer for OURCs, will be part of the OURCs committee, will provide support, and depute as appropriate, for the OURCs secretary. In the second year, the post-holder will be expected to continue the refinement of the current job description, and help to continue to define the relationship between the sabbatical officer, OURCs and the wider Oxford University rowing community. Although specific duties will be agreed by the post-holder, the OURCs committee and Director of Sport, the sabbatical officer may be expected to:

#### 1. Event management

Help revise or produce risk assessments for events organised by OURCs;

Assist the appropriate race committee in revising or producing event plans for OURCs events, including a safety plan based on the appropriate risk assessment;

Consult the Director of Sport and Area Safety Officer (Sport) and other appropriate officers over these risk assessments and plans;

Obtain the necessary permissions to hold each event, including from the Environment Agency (EA), and the University Proctors;

Notify all relevant parties of any event held;

Assist the race committee's preparations for each event, including the hire or purchase of equipment, and the recruitment and training of race officials;

Ensure sufficient Senior Umpires are appointed to safely run the event;

Provide assistance to other University rowing clubs in organising events, as sanctioned by COUR;

#### 2. Information and Advice

Disseminate any relevant information and rulings from the Council of Oxford University Rowing (COUR) to College Boat Clubs (CBCs);

Consult with the Amateur Rowing Association (ARA) on matters of safety, disseminating information to CBCs;

Ensure that a website is maintained to aid in the dissemination of such information;

Notify CBC Captains of, and supply agenda for, Captains meetings;

Deal with general enquiries from the public about OURCs events

Advise OURCs member clubs on the organisation of events on the Isis, with particular reference to safety.

#### 3. Training and Development

Identify appropriate national governing body qualifications for CBC officers and members;

Identify appropriate national governing body qualifications, or other training, that OURCs officials may need to safely carry out their duties;

Organise courses delivering these qualifications or training;

Organise and assist in the delivery of training, including reference to safety, for CBC officers.

#### 4. Representation

Represent the views of College Boat Clubs (CBCs) to the River Users Group;

Represent the views of OURCs and CBCs to any other appropriate body or committee

#### 5. College Boat Club Safety

Liase with the University Director of Sport, Director of Rowing and Area Safety Officer for Sport, and ARA Regional Safety Adviser, on matters of safety affecting college rowing;

Ensure all CBCs maintain affiliation with the ARA;

Advise and inform CBCs with regard to compliance with Amateur Rowing Association (ARA) Water Safety Code;

Maintain a file of ARA Safety Audits from affiliated Boat Clubs.

#### 6. Equipment

Develop and implement a system for logging use or loan of, and maintenance of OURCs equipment;

Ensure an accurate inventory of all OURCs equipment is maintained;

Ensure that safe and appropriate storage is available for all OURCs equipment;

Procure any equipment deemed necessary, in consultation with the committee.

#### 7. Administration

Maintain and review the OURCs constitution and rules;

Call, and take minutes for, a minimum of two Captains' meetings per term;

Call, and take minutes for, OURCs committee meetings;

Take minutes for COUR meetings;

Provide administrative support to the University rowing clubs, as sanctioned by COUR.

#### 8. Miscellaneous

To ensure that good relationships are maintained between the CBCs, local river users and other bodies.