Sabbatical Officer for Rowing 2007-08

Job Description

Responsible to:	OURCs Senior Member, and for day to day operations the Director of Sport.
Main Purpose:	To provide administrative support to the Oxford University Rowing Clubs (OURCs) committee, act as OURCs safety adviser, provide 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.
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 1st September 2007 to 1st July 2008.

Salary is based on University Clerical Grade 3 currently £15,133 p.a. (*pro rata*). This will translate to approximately £1036 per month, before tax, plus an inflationary cost of living rise in August 2007.

The post-holder will have office space at the University Sports Complex and will normally be expected to be available/contactable 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) for specific questions regarding work practices.

Person Specification

Essential:	▶ At least 3 years experience in a rowing environment
	▶ Experience of bumps racing in Oxford
	▶ Some experience of event management
	▶ Good IT Skills
	▶ Good inter-personal skills, written and oral

Desirable:	▸ Experience on the OURCs committee, or other rowing race committee
	▸ ARA coaching award or coaching experience
Not Desirable:	Should not be a student (although leeway for those likely to finish writing up within 1 month of taking up the post might be permitted by the short listing committee).

General 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 Duties

It is expected that the Sabbatical Officer for Rowing will act as Safety Advisor for OURCs, will be part of the OURCs committee, will provide support, and deputise as appropriate for the OURCs Secretary. In the third year of the post, 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 the Director of Sport, the Sabbatical Officer may be expected to:

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 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 rowing clubs within the University in organising events, as sanctioned by COUR.
Information and Advice:	▶ Disseminate any relevant information and rulings from the Council for 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 the website is maintained to aid in the dissemination of such information.
	▶ Notify CBC Captains of, and supply agenda for, Captains' Meetings.
	▶ Deal with general enquires from the public about OURCs events.
	▶ Advise OURCs member clubs on the organization of events on the Isis, with particular reference to safety.
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.
Representation:	▶ Represent the views of CBCs to the River Users Group.
	▶ Represent the views of OURCs and CBCs to any other appropriate body or committee.
College Boat Club Safety:	▶ Liaise with the University Director of Sport, Director of Rowing and Area Safety Officer (Sport), and ARA Regional Safety Advisor, on matter of safety affecting college rowing.
	▶ Ensure all CBCs maintain affiliation with the ARA.
	▶ Advise and inform CBCs with regard to compliance with the ARA Water Safety Code.
	▶ Maintain a file of ARA Safety Audits from affiliated Boat Clubs.
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.

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

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 letter explaining their reasons for applying, and what they feel they can bring to the post. Contact details, and the details (including telephone numbers and email addresses) of two referees, should also be supplied.

Applications should be sent to Rich Stock preferably by email (richard.stock@sport.ox.ac.uk) before the end of 6th Week Hilary Term (Saturday 24th February 2007). Alternatively they may be sent via post to:

Rich Stock
Sabbatical Officer for Rowing
Oxford University Sports Complex
Iffley Road
OX4 1EQ

The post-holder will be chosen by election from a short list approved by COUR, at the first Captains' Meeting of Trinity Term 2007. Campaigning will be strictly limited to published manifestos (through OURCs) and the election at the Captains' Meeting itself. COUR reserves the right to fine or remove candidates from the short list should they contravene this request.