



## Sabbatical Officer for Rowing 2011-12

### Job Description

<b>Responsible to:</b>	OURCs Senior Member, and for day-to-day operations the Director of Sport.
<b>Main Purpose:</b>	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. The Sabbatical Officer for Rowing will act as Vice-Secretary to OURCs.
<b>Appointment:</b>	By election at a Captains' Meeting of OURCs in the preceding year, a shortlist of suitable candidates to be approved by COUR prior to the election.

### Working Arrangements

This is a part-time post (30 hours per week), running for a fixed term from 1<sup>st</sup> September 2011 to 30<sup>th</sup> June 2012.

Salary is based on University Salary Grade 3 currently £17,179 *pro rata*. This will translate to approximately £1173 per month, before tax. The salary is under review.

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 3:00pm, 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 hours a week.

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.

### Person Specification

<b>Essential:</b>	<ul style="list-style-type: none"><li>▶ At least 3 years experience in a rowing environment</li><li>▶ Experience of bumps racing in Oxford</li><li>▶ Some experience of event management</li><li>▶ Good IT Skills</li><li>▶ Good inter-personal skills, written and oral</li></ul>
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<b>Desirable:</b>	<ul style="list-style-type: none"> <li>▶ Experience on the OURCs Committee (strongly preferred), or other rowing race committee</li> <li>▶ UKCC (ARA/British Rowing) coaching award or coaching experience</li> <li>▶ Typically, applicants will be recent graduates of Oxford University.</li> </ul>
<b>Not Desirable:</b>	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

<b>Specific OURCs Duties</b>	<ul style="list-style-type: none"> <li>▶ Issue OURCs notes, agendas and circulars as agreed with OURCs Committee or necessitated by specific projects.</li> <li>▶ Provide support to the Race Committees organising OURCs races.</li> <li>▶ Keep and distribute records of Captains' Meetings.</li> <li>▶ Maintain and review where appropriate, the OURCs Constitution and Rules consistent with University Protocol.</li> <li>▶ Ensure that the OURCs website is maintained.</li> <li>▶ 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.</li> <li>▶ Ensure that all College Boat Clubs (CBCs) are aware of, and are supported in complying with, all British Rowing safety guidelines and are appropriately insured.</li> <li>▶ Work in conjunction with the appropriate staff at the University Sports Centre in the organisation of water safety tests for rowers.</li> <li>▶ Advise on the safety measures in place for OURCs events and other events sanctioned by OURCs.</li> <li>▶ Maintain relevant documentation from affiliated Boat Clubs.</li> <li>▶ Encourage and assist CBCs to develop sound coaching practices.</li> </ul>
<b>General University Rowing Duties</b>	<ul style="list-style-type: none"> <li>▶ Offer support (usually administrative) to University Rowing Clubs where required, if appropriate, and sanctioned by COUR, (for example the Nephthys Head and Regatta marshalling briefing).</li> <li>▶ Act as convener and secretary of COUR and to action COUR directives.</li> <li>▶ Liaise with University Rowing Club Presidents (or professional staff where appropriate) in the identification of talented rowers within the College community.</li> </ul>

## Detailed Duties

It is expected that the Sabbatical Officer for Rowing will act as Safety Adviser for OURCs, will be part of the OURCs Committee and will provide support, and deputise as appropriate, for the OURCs Secretary. 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:

<b>Event Management:</b>	<ul style="list-style-type: none"> <li>▶ Help revise or produce risk assessments for events organised by OURCs.</li> <li>▶ Assist the appropriate race committee in revising or producing event plans for OURCs events, including a safety plan based on the appropriate risk assessment.</li> <li>▶ Consult the Director of Sport and Area Safety Officer (Sport) and other</li> </ul>
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	<p>appropriate officers over these risk assessments and plans.</p> <ul style="list-style-type: none"> <li>▶ Obtain the necessary permissions to hold each event from the Environment Agency (EA) and the University Proctors.</li> <li>▶ Notify all relevant parties of any event held.</li> <li>▶ Assist the race committee's preparations for each event, including the hire or purchase of equipment and the recruitment and training of race officials.</li> <li>▶ Ensure sufficient Senior Umpires are appointed to safely run the event.</li> <li>▶ Provide assistance to other rowing clubs within the University in organising events, as sanctioned by COUR.</li> </ul>
<b>Information and Advice:</b>	<ul style="list-style-type: none"> <li>▶ Disseminate any relevant information and rulings from COUR to CBCs.</li> <li>▶ Consult with British Rowing on matters of safety, disseminating information to CBCs.</li> <li>▶ Ensure the website is maintained to aid in the dissemination of such information.</li> <li>▶ Notify CBC Captains of, and supply agenda for, Captains' Meetings.</li> <li>▶ Deal with general enquires from the public about OURCs events.</li> <li>▶ Advise OURCs member clubs on the organization of events on the Isis, with particular reference to safety.</li> </ul>
<b>Training and Development:</b>	<ul style="list-style-type: none"> <li>▶ Identify appropriate national governing body qualifications or other training for CBC officers and members for the development of the CBCs and rowers.</li> <li>▶ Identify appropriate national governing body qualifications, or other training, that OURCs officials may need to safely carry out their duties.</li> <li>▶ Organise courses delivering these qualifications or training.</li> <li>▶ Organise and assist in the delivery of training, including reference to safety, for CBC officers.</li> </ul>
<b>Representation:</b>	<ul style="list-style-type: none"> <li>▶ Represent the views of CBCs to the River Users Group.</li> <li>▶ Represent the views of OURCs and CBCs to any other appropriate body or committee.</li> </ul>
<b>College Boat Club Safety:</b>	<ul style="list-style-type: none"> <li>▶ Liaise with the University Director of Sport, Director of Rowing and Area Safety Officer (Sport), and British Rowing Regional Safety Advisor, on matter of safety affecting college rowing.</li> <li>▶ Ensure all CBCs complete their British Rowing safety audits and maintain affiliation with British Rowing.</li> <li>▶ Advise and inform CBCs with regard to compliance with British Rowing RowSafe documents.</li> <li>▶ Maintain a file of risk assessments for colleges training off the Isis/Godstow.</li> </ul>
<b>Equipment:</b>	<ul style="list-style-type: none"> <li>▶ Develop and implement a system for logging use or loan of, and maintenance of OURCs equipment.</li> <li>▶ Ensure an accurate inventory of all OURCs equipment is maintained.</li> <li>▶ Ensure that safe and appropriate storage is available for all OURCs equipment.</li> <li>▶ Procure any equipment deemed necessary, in consultation with the OURCs Committee.</li> </ul>

**Administration:**

- ▶ Maintain and review the OURCs Constitution and Rules, proposing updates to the Captains wherever appropriate.
- ▶ Call, and take minutes for, a minimum of one Captains' Meeting per term.
- ▶ Call, and take minutes for, OURCs Committee Meetings.
- ▶ Take minutes for COUR Meetings.
- ▶ Take minutes for the OUBC Trust Fund 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 Lucy Mase-Robinson preferably by email ([rowsab@gmail.com](mailto:rowsab@gmail.com)) before Friday 1<sup>st</sup> April 2011. Alternatively they may be sent via post to:

Lucy Mase-Robinson  
Sabbatical Officer for Rowing  
Oxford University Sports Complex  
Iffley Road  
Oxford  
OX4 1EQ

COUR will hold short-listing interviews in Oxford before the beginning of Trinity Term (1<sup>st</sup> May 2011), dates and times to be confirmed. The post-holder will then be chosen by election from the short-list at the first Captains' Meeting of Trinity Term 2011. 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 shortlist should they contravene this request.