

Oxford University Rowing Clubs' Sabbatical Officer for Rowing 2014-15

Job Description

Summary

The role of the Sabbatical Officer for Rowing is to provide administrative support to the Oxford University Rowing Clubs (OURCs), act as OURCs Safety Adviser, assist the Race Committee in planning and running events, and to offer general administrative support to the Oxford University rowing community at large.

The Sabbatical Officer works closely with the OURCs Secretary, but is responsible to the Senior Member of OURCs and to the Director of Sport (for day-to-day operations). The Sabbatical Officer for Rowing will act as Vice-Secretary to OURCs.

Appointment is by election at a Captains' Meeting of OURCs in the preceding Trinity Term, suitable candidates having been approved by a panel including members of COUR convened by the Senior Member of OURCs.

Background information

There are 40 boat clubs within the University, comprising four representative University clubs (the Oxford University Men's and Women's, Heavyweight and Lightweight squads), and 36 College clubs, with over 3000 active members in total.

Each club is affiliated in its own right to British Rowing (formerly the Amateur Rowing Association), the sport's governing body. Together the 40 clubs constitute Division 10 of British Rowing. A Divisional Representative serves to facilitate direct communication between the clubs and British Rowing (in both directions) and to represent the interests of the Division on the Regional Rowing Council and the British Rowing (National) Council.

The 40 clubs together form a confederation known as Oxford University Rowing Clubs (OURCs). OURCs exists to organize inter-collegiate competitions (such as the Autumn Fours, the Isis Winter League, Torpids, and Summer Eights) and to maintain local rules governing conduct and safety on the Isis and other waterways used by the constituent clubs (such as operating a 'flag' system in collaboration with the Environment Agency to restrict rowing in adverse conditions, and controlling the number of boats on the river at any one time to prevent overcrowding). The OURCs Committee consists of the presidents of the four University Boat Clubs, four officers and up to ten ordinary members elected by the representatives of college boat clubs from their membership, a sabbatical officer, and a Senior Member. The sabbatical officer ('RowSab') is employed by the University to take on a large part of the administration associated with OURCs activities, including and especially to help the clubs to comply with the British Rowing's, the Environment Agency's, and the University's safety requirements and recommendations. The cost of employing the RowSab is shared equally between Oxford University Boat Club, OURCs, and the University Sports Department.

Every club, including OURCs, has a Senior Member - an eligible member of the University's academic or administrative staff through whom the club is accountable to the College (where applicable), the University's Director of Sport, and ultimately the Proctors (who oversee compliance with the University Statutes).

The Director of Sport oversees the activities of all registered sports clubs – including rowing clubs - within the University. He is assisted by a Sports Safety Officer who is responsible for ensuring that all University sporting activities including rowing are carried out in accordance with the safety guidelines laid down by the respective sporting governing bodies, as required by the University.

Overseeing the entire structure is the Council for Oxford University Rowing. COUR consists of the Presidents and Senior Members of the four University Rowing Clubs, the OURCs Secretary, Sabbatical Officer and Senior Member, two college boat club representatives (one of whom is usually the Captain of Coxes), the British Rowing Divisional representative, the University's Director of Sport, the University Sports Safety officer, and the Senior Proctor, and it reports to the Safety Sub-Committee of the University Sports Strategy Committee which in turn reports to the University Education Committee. COUR's primary remit is to oversee safety. The Council meets once per term and the chairmanship rotates amongst the COUR Senior Members annually.

Details of the post

The post of Sabbatical Officer for Rowing is a part-time post (30 hours per week), running for a fixed term from 1st September to 30th June.

Salary is based on University Salary Grade 3 currently £17,503 pro rata. This will translate to approximately £1196 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) for specific questions regarding work practices.

Person Specification

Essential

- at least 3 years of experience in a rowing environment
- experience of bumps racing in Oxford
- some experience of event management
- good IT skills
- good inter-personal and communication skills

Desirable

- experience on the OURCs Committee (strongly preferred), or other rowing race committee
- UKCC (ARA/British Rowing) coaching award or coaching experience
- Typically, applicants will be recent graduates of Oxford University

Exclusion criteria

- 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)

Duties

OURCs

- Administrative Officer for the OURCs Committee
 - issue notices, agendas and circulars as directed by the Committee or Senior Member, or as necessitated by specific projects
 - record and distribute the minutes of Captains' Meetings
 - update the Constitution and Rules as required
 - ensure information posted on the website is up-to-date
 - assist the Treasurer in maintaining day-to-day accounts
 - oversee maintenance, storage and procurement of OURCs equipment and maintain the inventory
 - represent OURCs on the River Users Group
 - act as first point of contact in dealing with queries from members of the University or the general public about OURCs activities
- Safety Advisor to OURCs
 - help affiliated clubs to comply with British Rowing's requirements regarding affiliation and safety and to maintain relevant documentation, including the production of safety audits and risk assessments
 - identify appropriate qualifications or training that OURCs officials or College Boat Club officials may need in order to carry out their duties, and if necessary organise appropriate training to ensure that such requirements are met
 - advise on safety for events organised by OURCs
 - advise on safety for events organised by affiliated clubs and sanctioned by OURCs
 - liaise with the Sport Safety Officer and other such officers at the discretion of the Committee and COUR in relation to all matters of rowing safety
 - consult with British Rowing on matters of safety and attend British Rowing water safety conferences
 - organise water safety tests for rowers in conjunction with staff at the University Sports Centre
- Assist the Race Committee in planning and running events
 - assist the Secretary in producing event plans and risk assessments for OURCs events in consultation with the Sport Safety Officer
 - obtain necessary permissions from the authorities, including the Environment Agency and the University Proctors

- inform relevant parties (authorities, participants and other river users) of planned events
 - oversee the hire or purchase of equipment
 - oversee the recruitment and training of race officials
- keep the Senior Member informed of impending issues relating to the safety and conduct of members of the University engaged in rowing, and seek early advice where appropriate

University

- administrative officer for COUR (arrange meetings, distribute papers, take minutes, and disseminate information to OURCs affiliated clubs, under the direction of the Chairman of COUR)
- provide administrative support for University Rowing Clubs as directed by COUR

Applications

This 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 Bernard Tao preferably by email (sabbatical@ourcs.co.uk) by 5.00 pm on Friday 13th June. Alternatively they may be sent via post to:

Bernard Tao
Sabbatical Officer for Rowing
Oxford University Sports Complex
Iffley Road
Oxford
OX4 1EQ

Interviews for short-listing will be held on the morning of Monday 16th June. The post-holder will then be chosen by election from the short-list at the Captains' Meeting in 8th Week Trinity Term 2014. Campaigning will be strictly limited to published manifestos (through OURCs) and the election at the Captains' Meeting itself. Candidates contravening this condition will be removed from the shortlist.

[PA 07/06/14]