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| **Post Details:** | | **Last Updated: 14th August 2024** | | | |
| **Job Title:** | Assistant Rowing Coach (Development Squad Lead) | | | | |
| **Job Family:** | Sports Coach | |  | | |
| **Responsible to:** | Head of Rowing | | | | |
| **Responsible for: (Staff)** | Session Coaches | | | | |
| **Job Purpose Statement**  The principal purpose of this role is to deliver the development rowing program at University of Surrey Boat Club, in liaison with the Head of Rowing and Head of Performance of Team Surrey. There will be a strong focus on performance beginner squad, learning to row at USBC, developing to a national medal standard and achieving the key skills required to move into the BUCs Squad and High-Performance Squad in their second season of rowing. This includes growing the number and quality of the beginner rowing program. In addition to this to support the Head of Rowing with the delivery of coaching to senior rowers and the administration of the club where necessary. The role will include coaching all on water and land-based development squad sessions, working with the Head of Rowing to develop and plan a high-performance development program. | | | | | |
| **Problem Solving, Accountability and Dimensions of the role** | | | | | |
| The post holder must operate in a proactive manner, organising and prioritising their work within the guidelines set by their line manager and within the internally set protocols of the department. The post holder has the latitude to set their own agenda within these parameters and will organise and prioritise their own work to ensure that key deadlines and objectives are met, with supervisory approval. The post holder is expected to contribute to the shape and direction of Team Surrey support services and make recommendations to all relevant disciplines of staff to maximise player care and promote multi-disciplinary working.  The post holder will be a confident face-to-face communicator, able to develop positive working relationships with a range of key stakeholders, including Molesey Boat Club staff, Surrey Sports Park colleagues and University of Surrey staff and students.  The post holder is expected to provide regular feedback and reports on their progress against tasks and objectives, and take a pro-active approach, bringing new ideas and opportunities to the table regarding CPD training to ensure delivery of evidence-based, industry leading care. The post holder will be required to suggest improvements or developments to current working practices in consultation with their manager, in order to ensure the smooth running of the service they provide. | | | | | |
| This job purpose reflects the core activities of the post. As Surrey Sports Park and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significantly changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose. | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| **Membership to British Rowing (NGB)** | | | | | E |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Level 2 (or Higher) Rowing Coaching Qualification | | | | E | 3 |
| Background in Coaching Beginner Rowing | | | | E | 3 |
| Experience managing a team / group of athletes | | | | E | 3 |
| Current First Aid certificate from a recognised organisation. | | | | E | 3 |
| Experience Writing and Delivering a Sports Specific Training Program | | | | E | 3 |
| Experience in leadership and managing staff | | | | E | 3 |
| Experience of working in a performance team environment. | | | | E | 3 |
| Accuracy and attention to detail, including record keeping | | | | E | 3 |
| Ability to use initiative in dealing with issues, as well as a flexible approach to work. | | | | E | 3 |
| Experience Coaching at a National Level | | | | D | 3 |
| Level 2 Powerboat Qualification | | | | D | 3 |
| Level 2 (or Higher) Strength and Conditioning Coaching Qualification | | | | D | 3 |
| Full clean drivers licence | | | | D | 3 |
| **Special Requirements:** | | | | **Essential/ Desirable** | |
| Flexibility to work during antisocial hours including early mornings, late evenings and weekends. | | | | E | |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Teamwork  Continuous Improvement  Problem Solving and Decision-Making Skills  Leadership /Management  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking | | | | | 3  2  2  3  3  2  2  3  3  2  2 |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| **All staff are expected to:**  Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Surrey Sports Park Equal Opportunities Policy.  Help maintain a safe working environment by:   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the Surrey Sports Park Health and Safety Policy. * Excellent environmental performance is a strategic objective for the Surrey Sports Park. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.   Undertake such other duties within the scope of the post as may be requested by your Manager. | | | | |  |
| **Key Responsibilities**  This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose. | | | | | |
| 1. Performance Development – Work with Head of Rowing to formulate and set strategic plans and annual goals 2. Recruitment – Co-ordinate the recruitment of beginner athletes in line with early identification and development of talented individuals. Working with the HoR to formulate and deliver a “Performance Pathway.” 3. Leadership – Alongside the HoR provide leadership within the rowing club and aid in the creation of a world class rowing program. Ensure positive role modelling and drive leadership within the club committee. 4. Personal Development – Demonstrate a commitment to personal development and upgrading of skills and qualifications. 5. Management of Session Coaches – work alongside HoR to recruit, manage and organize session coaches. 6. Public Relations & Fundraising – promote and foster the sport within the university and local community. Utilise current relationships with Molesey Boat Club and British Rowing to continue to develop opportunities available to USBC members. 7. Attend and lead all beginner sessions, races and training camps.   **N.B. The above list is not exhaustive.** | | | | | |