

Scottish Rowing

Job Description

Position: Rowing Development Manager

Scottish Rowing

Scottish Rowing Ltd is the Governing Body of outdoor and indoor rowing in Scotland. It promotes rowing, by both men and women, at every level from novice to elite, from junior to veteran. Scottish Rowing comprises 35 member clubs who elect a Board to oversee the business of the Sport. The Board comprises eight elected members who report to the members at two annual meetings.

Main Purpose of the Job

The Rowing Development Manager will lead the programme of sports development across Scottish Rowing, and will coordinate and manage the main office activities and staff.

Responsible to:

Reports to the President and working with the Vice President (Sports Development). A sports development sub-group is chaired by the Vice-President and brings together relevant officers and volunteers working in this area.

Specific Responsibilities

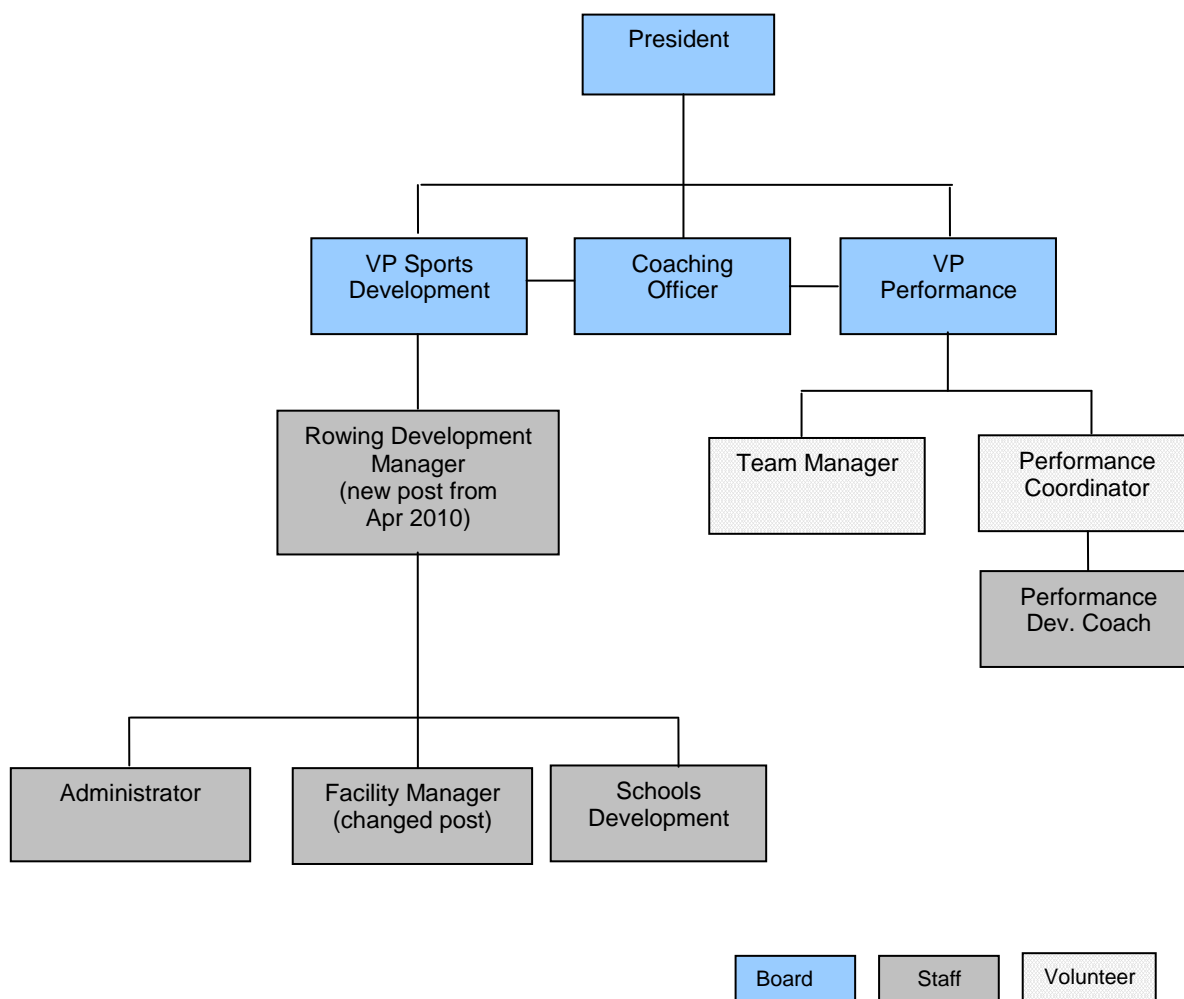
- Initiate, develop, implement and manage a programme of sports development with member clubs, schools, universities and other relevant bodies across Scotland, in line with the Strategic Plan and annual Business Plans.
- Establish and coordinate participation pathways for rowers that link schools and universities to clubs.
- Support member clubs in developing their infrastructure and programmes for rowers.
- Liaise with local authorities, schools and universities to initiate and develop local rowing opportunities both indoor and outdoor.
- Work in partnership with public and private sector organisations to attract funding and sponsorship to develop rowing projects.
- Collaborate with others in the development of a coaching programme across Scotland.
- Manage the main Scottish Rowing office to ensure the efficient and effective use of resources, including the supervision of other employees based in the building. (This staff team currently comprises an administrator, Scottish Rowing Centre manager, and part-time schools development staff.)
- To manage budgets as required.
- To liaise with outside partner agencies as appropriate.

Key Performance Goals

These are defined within the Strategic Plan and Business Plans and include:

- Increasing participation in rowing amongst juniors and seniors.
- Increasing club membership and the number of clubs with junior sections.
- Increasing the number of school-club and university-club links

Current staffing structure



Place of Employment

The normal place of work will be the Scottish Rowing Centre at Strathclyde Park. You will be expected to travel throughout Scotland and occasionally England to fulfil your job.

Hours of Work

37 hours per week, worked flexibly as required including evening and weekend work. Overtime is not payable but you will be awarded time off in lieu of payment with the agreement of the President. Time off in lieu will be considered after 42 hours and must be taken within the next four-week period or will be lost.

Salary

The salary is on a scale from £25,000 - £30,000. Salaries are payable monthly in arrears.

Scottish Rowing is working towards being an Equal Opportunities employer.

Pension

The Association will make a contribution of 5% of your earnings towards a pension scheme of your choice.

Annual Leave and Public Holidays

The Employer's holiday year runs from 1 April each year. You shall, in addition to 9 days of public holidays, be entitled to 22 working days paid holiday in each year to be taken by arrangement with the line manager.

Travel and Subsistence Allowances

Travel and subsistence expenses will be reimbursed in accordance with Scottish Rowing's current rates.

Probation, Confirmation and Notice

The appointment will be confirmed after the satisfactory completion of a probationary period of six months, during which employment is terminable by one week's written notice. Thereafter, the employment is terminable on either side by six weeks written notice.

Health

Before taking up employment, the successful candidate may be required to submit to Scottish Rowing a medical certificate indicating sound health. All expenses incurred in this respect will be refunded by Scottish Rowing. A satisfactory CRB disclosure will also be required before commencement of the post.

Applications and Selection Interviews

Covering letter and CV should be sent to Jo Ramsay, Scottish Rowing Centre, 366 Hamilton Road, Motherwell ML1 3ED, or alternatively by email jo.ramsay@scottish-rowing.org.uk, not later than 12 noon, Friday 28th May 2010.

Applications received after the closing date will not be considered.

The date for selection interviews is the week commencing 7th June 2010 at the Scottish Rowing Centre.

Recruitment criteria

Essential:	Desirable:
Demonstrable knowledge, skills and experience in sports development gained in another post	Knowledge and experience of sports facilities management
Experience in staff management and leadership gained in another post	Knowledge and experience of relevant funding sources and successful funding applications
Computer literate (MS Office, Outlook, Explorer)	Familiarity with the Scottish sports infrastructure
Strong writing and presentational skills	Familiarity with the work of sports governing bodies
	Experience of UKCC procedures and structures