



Post of Rowing Development Manager Contents

	Page
1. What is Scottish Rowing?	2
2. Rowing Facilities in Scotland	3
3. The Governance of Scottish Rowing	4
4. Equity in Scottish Rowing	6
5. Who's Who in Scottish Rowing	8
6. Job Description	12
7. Application Procedure	15



What is Scottish Rowing?

We are the governing body for the sport of rowing in Scotland.

We are a company limited by guarantee. Our member clubs are our shareholders.

Our purposes are

- the maintenance and encouragement of rowing and sculling, the promotion in Scotland of rowing and sculling racing;
- the encouragement and promotion in Scotland of Indoor Rowing,
- to be a member of or affiliated to appropriate international federations or organisations involved in the sport of rowing,
- to make and enforce rules and regulations,
- to formulate and issue guidelines concerning all forms and aspects of rowing and racing, including the conduct and management of events,
- to make and enforce a code of conduct for rowing and racing and promote the observance of the code by its members and others.

In order to achieve these objectives, Scottish Rowing

- uses appropriate committees,
- attends meetings, conferences and training events,
- organises coach and umpire training,
- runs coaching courses,
- runs regattas and an indoor competition,
- provides advice to member clubs,
- organises a Scotland team to participate in the (annual) Home International Regatta and the (four yearly) Commonwealth Championship Regatta,
- performs team selection for the above,
- supports elite athletes' access to the GB international system,
- liaises with sportscotland and other governing bodies,
- employs a variety of specialists.



Rowing Facilities in Scotland

Rowing in Scotland takes place at several well-established centres throughout the country.

Aberdeen	On the River Dee upstream from the harbour
Argyll	On Loch Ard, at the Hotel.
Dumbartonshire	On Loch Lomond
Dumfries	On the River Nith at the Greensands
Dundee	on the River Tay at Inchyra.
Edinburgh	On the Union Canal at Craiglockhart
Glasgow	On the River Clyde upstream of the tidal weir at Glasgow Green.
Inverclyde	At Greenock Esplanade
Inverness	On the Caledonian Canal near the Tomnahurich Bridge
Lanarkshire	At Strathclyde Country Park (international standard facility)
Renfrewshire	On Castle Semple Loch at Lochwinnoch (multilane racing)
Stirling	On the River Forth

For contact details visit the Scottish Rowing web site www.scottish-rowing.org.uk .

In addition, projects are in hand to introduce rowing to Stornoway and at Auchinstarry Basin on the Forth and Clyde Canal near Kilsyth.

The **National Rowing Academy** is located at Strathclyde Country Park, Motherwell. This is where Scottish Rowing administration is centred. In addition we have gym facilities, a meeting/training room, an extensive boat fleet available for hire, and a state-of-the-art indoor rowing tank which can be set up for either rowing or sculling. Training camps at the Park can be organised through the NRA.

Almost all Scottish Universities row.

There are important groups of schools rowing in Aberdeen, Dumfries, Edinburgh and Glasgow.



The Governance of Scottish Rowing

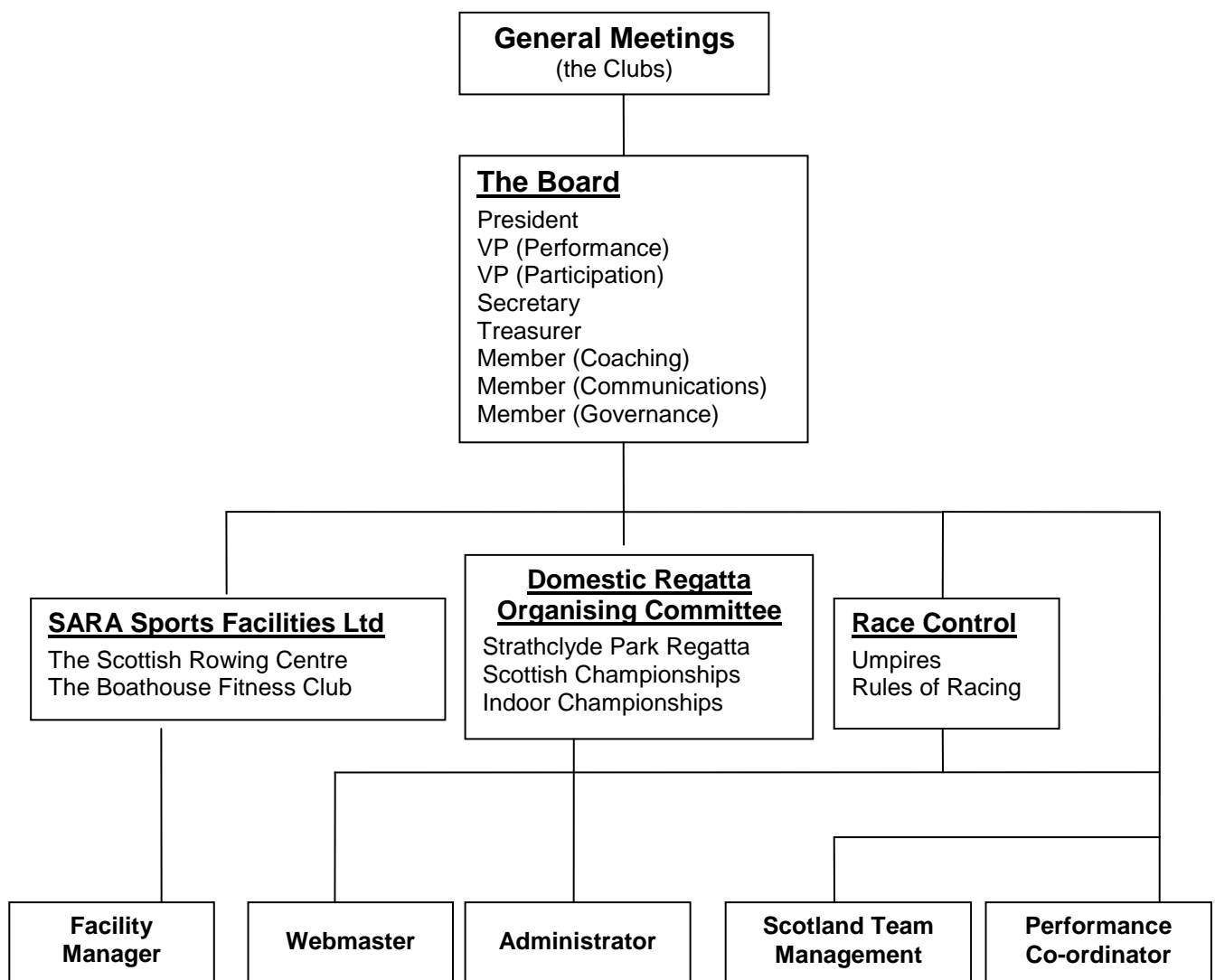
General Meetings of the member clubs are the ultimate authority in Scottish Rowing. At the AGM in October a Board is elected to carry out the day-to-day management of the sport and most decision making. Very few policy decisions require to be made at General Meeting level.

For some technical purposes the Board delegates authority to specialist committees – eg Racing Control, the Umpires Commission and the Domestic Regatta Organising Committee.

When organising a major event, a limited company is set up for the purpose for the protection of the individuals involved and the member clubs.

The National Rowing Academy is run by a subsidiary company SARA Sports Facilities Ltd.

The structure of the organisation is illustrated in the following diagram.



The actions of the Board and officials of Scottish Rowing are constrained by the approved policies and procedures of the organisation. All policies are available from the Downloads page on www.scottish-rowing.org.uk. They can be grouped under three headings.



Scottish Rowing Rowing Development Manager - Job Pack

1. Ethics

- Child Protection Policy & Procedures
- Child Protection Appendices
- Disclosure Handling & Storage
- Recruitment of Ex-Offenders
- Equity
- Recruitment & Selection
- Employee Relations
- Disciplinary & Grievance
- HR Appendices
- Code of Conduct for Coaches
- Anti-Fraud
- Data Protection
- Communications
- Conflict of Interest

2. Rowing

- Water Safety Code
- NRA Water Safety Guidelines
- Rules of Racing
- Racing Control Committee Remit
- Umpiring Policy
- HIR Team Selection

3. Management

- Board Members' remits
- Reserves Policy
- Strategy 2009-13
- Business Plan 2009-10

New staff members are at the very least expected to familiarise themselves with key Scottish Rowing policies and will be asked to give written commitment to their implementation.



Scottish Rowing Rowing Development Manager - Job Pack

Equity in Scottish Rowing

(an extract from the Scottish Rowing Equity Policy)

Scottish Rowing, its President and Board are fully committed to the principles of equality of opportunity and are responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of

- age,
- gender (including gender reassignment),
- disability,
- race (including ethnic or national origin, colour, nationality, or being a Traveller),
- marital or civil partnership status,
- having or not having dependants,
- pregnancy,
- religious belief,
- social status,
- sexual orientation,
- political opinion.

We are opposed to all forms of unlawful and unfair discrimination. Scottish Rowing will ensure that everyone who wishes to has an equal opportunity to participate in the sport of rowing at all levels and in all roles, whether as a beginner, participant, elite performer, or as a coach, manager, employee, administrator or official. They will be treated and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively in line with agreed policy and without unlawful discrimination.

We recognise that provision of equal opportunities in sport is not only good practice but also sound sense. Our Equity Policy will help those who participate in our sport to develop their full potential, and their talents and resources will be utilised fully to maximise the effectiveness of Scottish Rowing.

The Scope of this Policy

It is the aim of Scottish Rowing to ensure that all present and potential members and employees are treated fairly and without discrimination or harassment, whether intentional or unintentional, direct or indirect. This policy therefore applies to all who participate in Scottish Rowing.

Equity Commitments

Scottish rowing is committed to

- promoting equality of opportunity for all persons,
- promoting a good and harmonious working environment in which all persons are treated with respect,
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation (see Appendix A),
- fulfilling our legal obligations under equality legislation and associated codes of practice,
- complying with our own Equity Policy and associated policies,
- taking lawful affirmative or positive action, where appropriate,
- regarding all breaches of Equity Policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by the Scottish Rowing Board whose member for Governance will be the lead officer for its implementation.



Scottish Rowing Rowing Development Manager - Job Pack

Implementation

In order to implement this policy, Scottish Rowing will

- display its commitment to Sports Equity through the implementation of its Equity Action Plan,
- reflect equity in all areas of the organisation which will be identified in the Equity Action Plan,
- incorporate the Equity Action Plan within the GB Whole Sport Plan and review it on an annual basis,
- work to achieve the Foundation level of the Equality Standard in 2009,
- take care that other Scottish Rowing policies do not inadvertently erect barriers against participation in the sport,
- provide appropriate equity training to all of its employees, its Board and key volunteers to raise awareness of both collective and individual responsibilities,
- ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques,
- consider positive action to tackle under representation,
- publicise this policy and the Equity Action Plan to all employees, members, volunteers and officials through its website, and club mailings,
- communicate the policy to employees, job applicants, members, officials and volunteers,
- obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with this policy in their dealings with our organisation and our workforce,
- ensure that adequate resources are made available to fulfil the objectives of this policy.

The full policy may be obtained by download from the Scottish Rowing web site www.scottish-rowing.org.uk



Scottish Rowing Rowing Development Manager - Job Pack

Who's Who in Scottish Rowing

The Board

President

Mike Morrice



our leader

Vice President

Ian White



responsible for policy making in relation to High Performance athletes

Treasurer

Graham Butler



responsible for the finance of the organisation

Member

Mary Massaro



responsible for Coaching matters



Scottish Rowing Rowing Development Manager - Job Pack

Member

Roy Sinclair



Communications – internal & external.

Member

Tom Hewitt



Governance – covering child protection, equity, rules of racing, safety

Conveners

Racing Control & Umpires
Commission

Sandy Walker



Rules of racing

Domestic Regatta Organising
Committee

Ailie Ord



Strathclyde Park Regatta
Championships Regatta
Indoor Championships



Scottish Rowing Rowing Development Manager - Job Pack

Appointees

Administrator

Jo Ramsay



Does Everything

Facility Manager

John Blair



Runs the Scottish Rowing Centre.
Point of contact for training camps.

High Performance Co-ordinator

Lee Boucher



Admin for high performance athletes

Scotland Team Manager

Graeme Cunningham



Web Master

Jo Wherrett





Scottish Rowing Rowing Development Manager - Job Pack

Medical Officer
Dr Ron Wallace



Medical advice.

Performance Development Coach
Nigel Muir



Working with rowers and scullers showing the potential for international selection.



Scottish Rowing Rowing Development Manager - Job Pack

Job Description

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.

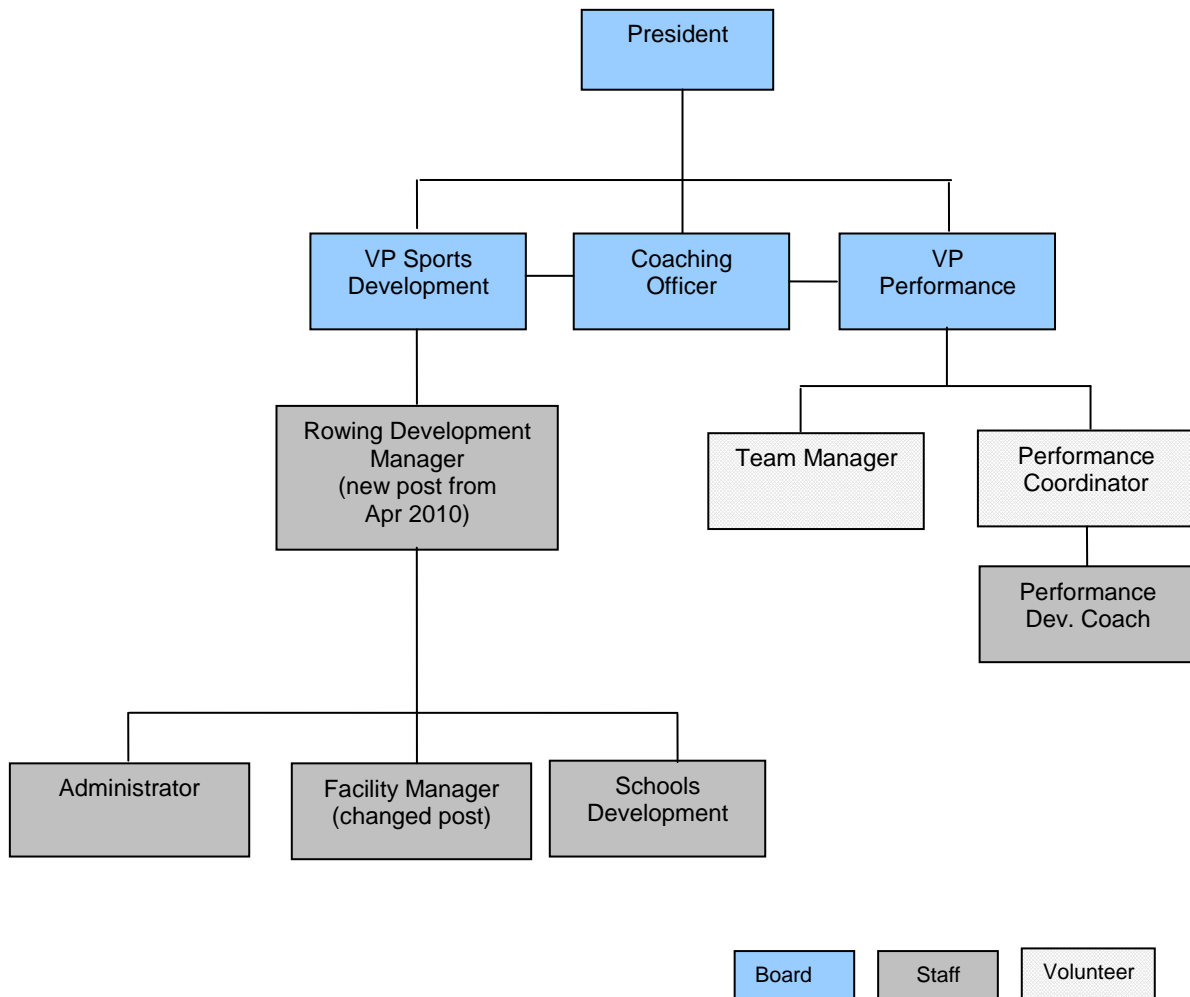
Key Performance Goals

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.



Scottish Rowing Rowing Development Manager - Job Pack

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.

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



Scottish Rowing Rowing Development Manager - Job Pack

Application Procedure

1. Please send your CV with covering letter to:

J Ramsay, Administrator, Scottish Rowing, Strathclyde Country Park, 366 Hamilton Road, Motherwell, ML1 3ED.

Or alternatively, by email to:

jo.ramsay@scottish-rowing.org.uk

2. The deadline for applications being received is **12 noon on Friday 28th May 2010.**
3. Applications received after the closing date will not be considered.
4. As soon as possible thereafter references will be taken up and all applications will be examined by the appointments panel. A short list will be drawn up for interview.
5. At that meeting, a date will be set for interviews in the **week commencing 7th June 2010.**
6. Once a decision has been reached the successful candidate will be sent an offer letter as soon as possible. The offer requires to be accepted in writing.
7. Once an appointment has been made, other candidates will be informed.