

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

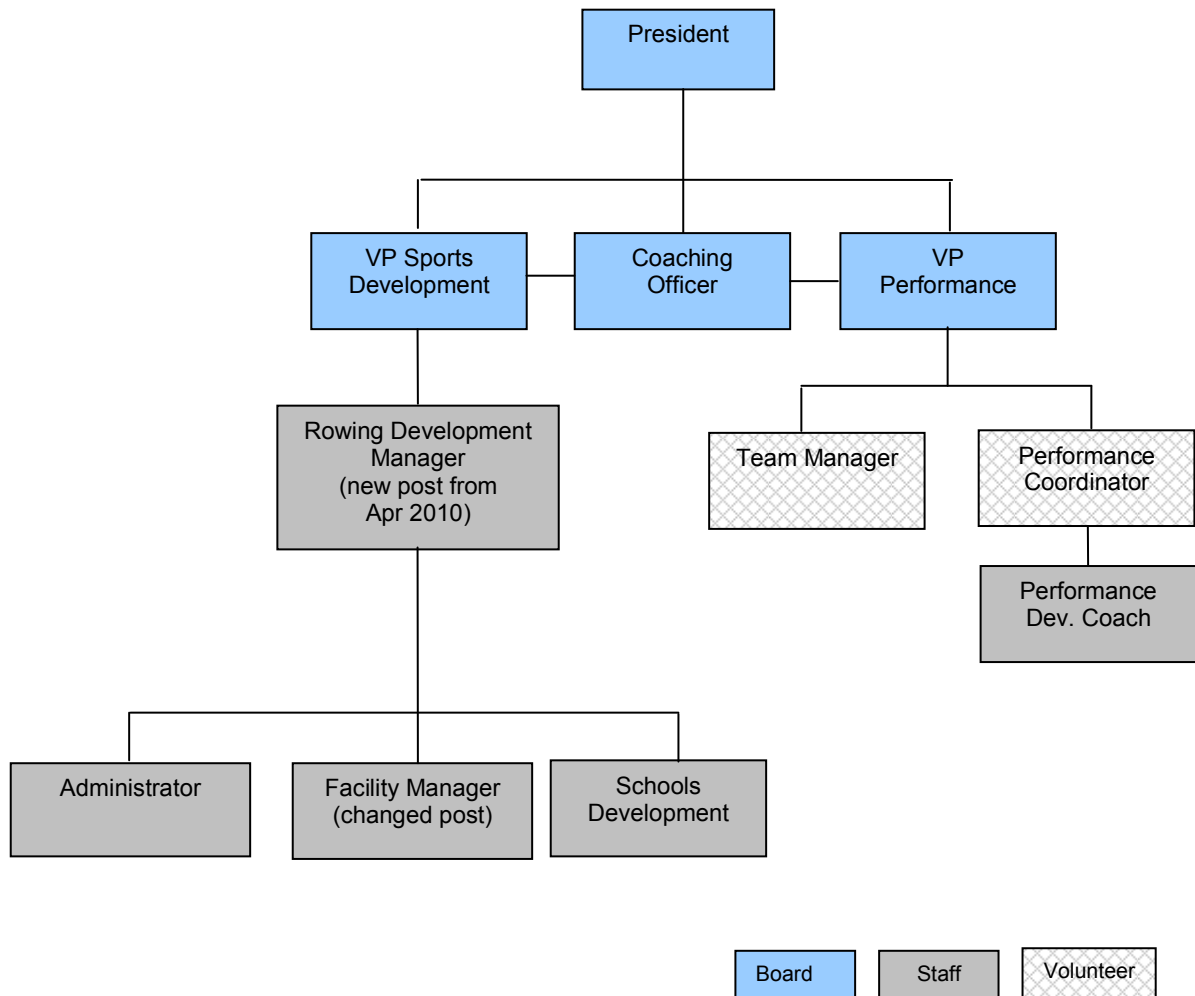
- Initiate, develop, implement and manage a programme of sports development with member clubs, schools, universities and other relevant bodies across Scotland, in line with the Strategic Plan and annual Business Plans.
- Establish and coordinate participation pathways for rowers that link schools and 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 - £28,000. 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

Applications should be made on the attached form and returned not later than 12 noon, Friday 27^h August 2010.

Applications received after the closing date will not be considered.

The date for selection interviews will be Friday 3rd September 2010 at the Scottish Rowing Centre.

Person Specification

Criteria	Essential	Desirable
Education & Experience	Educated to degree level or equivalent in a sport related discipline. Demonstrable knowledge, skills and experience in sports development gained in another post Experience in staff management and leadership gained in another post Experience of working within sport at a regional or national development level.	Experience of working with volunteers and officials. Knowledge and experience of sports facilities management Knowledge and experience of relevant funding sources and successful funding applications
Knowledge	Familiarity with the Scottish sports infrastructure Familiarity with the work of sports governing bodies Experience of UKCC procedures and structures	Knowledge and experience of relevant funding sources and successful funding applications
Organisation & Delivery	Experience of strategic planning, resource planning, implementation and monitoring and evaluation. Ability to work effectively under pressure, deliver to schedule but be	Clean driving licence and car owner.

	<p>flexible when appropriate.</p> <p>Ability to work irregular and unsocial hours as required including work outside normal hours, at evenings, weekends and Public Holidays.</p> <p>Ability to travel within Scotland and the UK.</p>	
Management & Leadership	<p>Ability to prioritise time</p> <p>Ability to influence and achieve consensus amongst groups of individuals.</p> <p>Budget management.</p> <p>Takes responsibility and ownership for the delivery of objectives and quality of work.</p>	Acts on feedback from performance reviews
Problem Solving & Decision Making	<p>Ability to be decisive but ensures that, where appropriate, decisions are made in consultation with internal and external partners.</p> <p>Sound critical thinking and effective analytical skills.</p>	
Communication, Influencing, Professional Relationships	<p>Communicate fluently, both in writing and orally, in English.</p> <p>Computer literate (MS Office, Outlook, Explorer)</p> <p>Excellent interpersonal and presentation skills.</p> <p>Able to communicate complex information both orally and written form.</p> <p>Possess strong networking abilities which enable working within and across different organisations.</p>	Understands channels of communication & factors influencing decision making.
Teamwork	<p>Ability to work both alone and as part of a team.</p> <p>Contribute and support team decision making by members.</p> <p>Helps to build professional networks</p>	

