SCOTTISH ROWING

Application Pack

Closing Date:
25th March @ 12noon

Interview Date:
w/c 6th April

Salary:
£30,000 pro-rata
(subject to experience)
+ excellent benefits pack

Contract Type:
Full-time, Temporary,
Maternity Cover - until
27th November 2026

35 hours per week
(flexible working
arrangements available)

Location:
Hybrid
(office location -
Strathclyde Park,
Motherwell)

Responsible to:
Head of Development &
Coaching

Responsible for:
No direct reports

Competition and Events Manager
Maternity Cover

About Scottish Rowing

Scottish Rowing is the Governing Body for rowing in Scotland. We are on a journey to get more people of all ages and ability enjoying the many physical, mental and social benefits of rowing.

Since 2022, Scottish Rowing has gone through an exciting period of significant change with the introduction of a new Olympic discipline, the expansion of the performance programme and a specific focus on extending the reach of the sport into non-traditional rowing communities.

With our new Strategy launching in 2026, we are seeking a committed and motivated individual to lead the delivery of our national competitions programme and support the Home International Beach Sprints event across the 2026 season. With a strong and ambitious rowing community across clubs, schools and universities, we are strengthening our events delivery to ensure that competitions are safe, professionally delivered and provide meaningful experiences for athletes, volunteers and officials at every level.

Scottish Rowing currently employs a team of 10 staff with the organisation based at the Scottish Rowing Centre – its own dedicated training facility and office space at Strathclyde Country Park.

The Competition and Events Manager will be responsible to the Head of Development and Coaching and will oversee the delivery of the Scottish Rowing Championships, Scottish Rowing Spring Regatta, Scottish Rowing Beach and Offshore Championships, Scottish Rowing Schools Indoor League and Championships, and the 2026 Home International Rowing Beach Sprints, being hosted in Scotland.
We are looking for a dynamic team member who can identify growth opportunities, develop innovative delivery approaches, and inspire volunteers and partners across the rowing community.

Image: Ron Wallace

Image: British Rowing

Job Purpose

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Key working relationships:

- Head of Development & Coaching
- Scottish Rowing staff team
- Member clubs, athletes and volunteers
- Event organisers and officials
- British Rowing
- sportscotland and venue partners (as required)

Key Responsibilities:

- Lead the planning and operational delivery of the Scottish Rowing national competitions calendar, ensuring events are delivered safely, on time and within budget.
- Lead the coordination and delivery of the Home International Rowing Beach Sprints event, working with partners and stakeholders to ensure high standards of organisation and athlete experience.
- Develop and implement robust event safety plans, risk assessments and operational procedures in line with Scottish Rowing policies and national best practice.
- Provide guidance and support to clubs delivering Sanctioned Competitions and other events within the Scottish Rowing calendar, promoting consistent standards, safe delivery and positive participant experiences across all events.
- Liaise with host venues, clubs, partners, suppliers and officials to coordinate all logistical aspects of competition delivery, ensuring effective communication and clarity of roles and responsibilities.
- Recruit, support and coordinate event volunteers and officials, ensuring they are well briefed, appropriately trained and recognised for their contribution to successful event delivery.
- Manage and monitor the allocated events budget, ensuring effective use of resources, accurate financial reporting and value for money.
- Lead the monitoring, evaluation and reporting of event delivery, using participation data and stakeholder feedback to inform continuous improvement and future planning.
- Contribute as a member of the Development Team, working collaboratively with colleagues to ensure competition delivery supports participation, strengthens clubs and contributes to the continued growth of rowing across Scotland.
- Contribute to the wider objectives of Scottish Rowing as set out in the Strategy 2026 and Beyond.
- Champion equality, diversity and inclusion (EDI) across all competition and events activity - ensuring that events are welcoming, safe, and accessible to help reshape perceptions and showcase rowing as a sport for everyone.
- Work collaboratively with staff, volunteers and partners to maintain strong, clear and consistent communication across the rowing community, representing Scottish Rowing at relevant national forums and events as required.
- Work with the business operations team to ensure member services remain attractive and relevant.
- Prepare regular reports for SLT and Scottish Rowing Board updates where requested.
- Ensure compliance with all Scottish Rowing policies and recognised governance frameworks, embedding safe, inclusive and sustainable practices across all event delivery.
- Uphold Scottish Rowing's values and contribute positively to the working culture and welfare of the wider team.

This document outlines the core responsibilities of the role but is not an exhaustive list. It is intended as a flexible guide and may be updated as the organisation's needs evolve.

Success in the Role

Success in this role will include:

- Safe, high-quality delivery of the 2026 national competitions calendar
- Successful hosting of the 2026 Home International Beach Sprints
- Strong levels of club and participant satisfaction
- Effective volunteer engagement and retention
- Clear evidence of impact through monitoring and reporting

Person Specification

Applicants for the position of Competition and Events Manager at Scottish Rowing should meet the following person specifications:

Criteria/Attributes	Essential	Desired
Qualifications	• Undergraduate degree / equivalent qualification or significant (3 years +) relevant work experience • Evidence of continuous professional development	• Relevant degree • (e.g. event management/sports management)
Skills and Abilities	• Strong digital literacy, including confidence using Microsoft Office and online systems • Strong organisation and planning skills, with the ability to prioritise and manage multiple projects effectively. • Excellent communication skills across diverse stakeholder groups	• Experience in growing event delivery capacity • Understanding of competition structures and sporting pathways • Ability to travel independently across Scotland

Experience	• Experience of delivering sporting events or competitions (as staff or lead volunteer) • Experience working or volunteering in sport • Experience in project management and cross-team collaboration • Experience of managing budgets and/or financial reporting	• Experience delivering National/International sports events • Experience with digital membership or education systems • Experience preparing reports for senior leadership or Board-level audiences
Knowledge	• Understanding of the Scottish sporting landscape • Knowledge of event delivery and health & safety procedures • Understanding of volunteer recruitment and development • Knowledge of safeguarding principles	• Passion for physical activity and sport • Interest in environmental sustainability • Experience with rowing events or competitions
Personal Qualities	• Resilient and proactive • Motivated, proactive and solution-focused • High personal and professional integrity • Strong interpersonal and relationship-building skills • Ability to lead, motivate, and inspire • Strong analytical and problem-solving abilities • Demonstrates openness, honesty, accountability, and objectivity	
Other Requirements	• A commitment to the sport and Scottish Rowing • Commitment to ongoing professional development • Personal commitment to equality, diversity and inclusion • Willingness and ability to work evenings and weekends as required • This post is subject to membership of the Protecting Vulnerable Groups (PVG) Scheme.	

Additional Benefits

We believe that Scottish Rowing is a great place to work and in addition to a competitive salary, we also offer the following staff benefits:

- Workplace Pension – 5% employer contribution
- Group Life Assurance – 3 x salary
- Group Income Protection
- Generous Annual Leave Entitlement – 29 days plus 6 bank holidays (pro-rata)
- Hybrid working model, with flexibility to balance office, home and field-based work
- Flexible working arrangements
- Commitment to professional development and continuous learning, aligned to organisational priorities
- Access to training and development opportunities
- One paid Volunteering Day per year
- Access to gym facilities at the Scottish Rowing Centre

How to Apply

Scottish Rowing is committed to selecting staff solely based on their ability to do the job for which they are being recruited and welcomes applications from all sections of the community.

Applicants should return a completed application form (linked on the website) which outlines their relevant skills, experience and qualifications, as well as their motivation for applying for the role.

Please return by email to **jobs@scottish-rowing.org.uk** or by post to Scottish Rowing (Competition & Events Manager Application), Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED

Our Equality Monitoring and Application Forms should be completed using the link below (this does not form part of the selection process):

Equality Monitoring Form

For an informal and confidential discussion about this role please contact Adam Martin, Head of Development and Coaching by email at: **adam.martin@scottish-rowing.org.uk**

If you require reasonable adjustments at any stage of the recruitment process, please contact **jobs@scottish-rowing.org.uk** and we will be happy to discuss your requirements.

Applications for this position close on Wednesday 25th March @ 12noon
Interviews will be held w/b 6th April

Image: Fiona Rennie