

HEREFORD ROWING CLUB

Part-Time Senior Rowing Coach & Club Development Coordinator Job Description

Part-Time Senior Rowing Coach & Club Development Coordinator

(Fixed-Term Contract – 12 months, 15 hours per week)

Overview

Hereford Rowing Club (HRC) seeks an enthusiastic and proactive Part-Time Senior Rowing Coach & Club Development Coordinator to deliver high-quality coaching and support the development of senior and adaptive rowing within the club.

This role combines coaching delivery with operational support, inclusive rowing development, and contribution to the club's long-term sustainability through outreach, funding support, and improved organisational capacity.

The position is initially offered on a 12-month fixed-term basis, with potential extension subject to funding and club needs.

Reporting Line

The post holder will report to the Club Captain and work closely with the Captaincy team, volunteer coaches, and club committee.

Job Purpose

The purpose of this role is to:

- Deliver consistent, high-quality coaching for senior rowers across all levels
- Support and develop adaptive and visually impaired rowing programmes
- Improve the structure, consistency, and coordination of training and racing
- Strengthen club sustainability through outreach, funding support, and improved operational capacity
- Reduce administrative burden on volunteers and enhance athlete experience

Key Responsibilities

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1. Coaching & Athlete Development

- Deliver regular water and land-based coaching sessions, including evenings and weekends
- Provide technical coaching, feedback, and structured training guidance
- Support Learn to Row programmes and transition new rowers into senior squads

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- Coach and support crews at regattas, head races, and club events as required
2. Adaptive Rowing & Inclusive Participation
 - Deliver and support adaptive and visually impaired rowing sessions
 - Help develop structured and progressive participation pathways
 - Work with volunteers and partner organisations to provide safe and inclusive opportunities
 - Support the growth and sustainability of inclusive rowing programmes
 3. Operational Support & Coordination
 - Assist with training coordination, crew planning, and race preparation
 - Support race entries (BROE), trailer logistics, and event organisation
 - Assist with equipment preparation, rigging, and basic maintenance checks
 - Maintain attendance records, training logs, and crew lists
 4. Club Development, Outreach & Funding Support
 - Support grant applications, funding bids, and reporting requirements
 - Assist with outreach to community groups, disability organisations, and potential partners
 - Contribute to membership recruitment, taster sessions, and club development initiatives
 - Support improvements to governance, safety processes, and club organisation
 5. Administration, Communication & Club Support
 - Maintain clear and accurate records relating to training, participation, and development activities
 - Provide regular updates to the Club Captain on coaching, operational needs, and development opportunities
 - Support the smooth coordination of club activities and programmes
 - Attend relevant club meetings and development sessions as required

General Responsibilities

- Uphold high standards of safety, safeguarding, and conduct
- Promote a positive, inclusive, and supportive club culture
- Adhere to all Hereford Rowing Club and British Rowing policies and procedures
- Undertake reasonable duties as required to support club development

Person Specification

Essential

- British Rowing Coaching Award (Level 2 or equivalent)
- Experience coaching adult athletes
- Strong organisational and communication skills

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- Commitment to inclusive sport
- Safeguarding and First Aid certification (or willingness to obtain)

Desirable

- Experience with adaptive or visually impaired rowing
- Familiarity with BROE, ClubHub, or British Rowing systems
- Grant funding or fundraising experience
- Ability to mentor volunteer coaches

Measures of Success (12-Month Contract)

Success will be assessed against the following outcomes:

Coaching & Athlete Development

- Delivery of planned coaching sessions with consistent attendance and engagement
- Clear and structured training programme in place
- Positive athlete feedback and evidence of technical progression
- Well-prepared crews participating in club competitions

Learn to Row and Adaptive Rowing Development

- Regular cohorts developed through Learn to Row
- Regular adaptive or inclusive rowing sessions delivered
- New adaptive participants engaged
- Improved structure and sustainability of inclusive programmes

Operational & Administrative Support

- Accurate maintenance of training and participation records
- Effective coordination of race entries and equipment readiness
- Reliable communication with athletes and volunteers

Club Development & Sustainability

- Contribution to grant applications and funding opportunities
- Engagement with community partners and outreach initiatives
- Support for club development events and recruitment

Culture, Safety & Conduct

- Full compliance with safety and safeguarding standards
- Positive contribution to club culture and volunteer support