

HP Operational Manager & Pathway Coordinator – National Rowing Centre

The primary objective of the Rowing Ireland High Performance Program based at the NRC is to achieve sustainable medal winning performances by Ireland at Olympic and World Championships across all the three categories SA, U23 and Jun.

Part of Rowing Ireland Vision is *“Excellence”* and a very important objective is *“Evaluate and Improve the pipeline and the Pathway to Rowing Ireland Team”*

A. PRIMARY JOB PURPOSE:

This position’s primary purpose is to effectively manage the administrative and logistical operations of the High Performance Team and support the development of the Rowing Ireland High Performance Pathway.

B. JOB RESPONSIBILITIES WITH THE SUPPORT OF NRC STAFF:

1) International Tour Planning and Delivery

a) Manage the process of establishing sound and cost effective logistical arrangements for all team touring teams including:

- i) International and Domestic travel
- ii) Accommodation
- iii) Meals and Catering
- iv) Ground Transport
- v) Boat and Equipment Leasing, Transport etc.
- vi) Support Staff
- vii) Team Uniform
- viii) Travel and Equipment Insurance

b) Manage the process of creating and implementing a touring budget and expense framework for each of Rowing Ireland’s national teams.

c) Coordinate the preparation and distribution of tour communications such as information bulletins.

d) Tour with RI National Teams as required.

2) National Training Camps, Selection Trials and Events

a) Under the leadership of the HPD and National Coaches, and working in conjunction and with the support of the NRC staff, manage the implementation of all domestic and overseas National Training Camps.

b) Manage the planning and implementation of arrangements for the conduct of selection activities including:

- i) National Time Trials
- iii) Selection Regattas and Trials

c) Liaise with RI’s Regatta Management Committee and Regatta Venue managers with regards to selection Regatta activities in conjunction and with the support of the NRC staff.

d) Coordinate all U23 National Coaches and provide leadership direction to all Junior coaches.

3) HP NRC Communication

- a) Manage program communication in including compile and distribute key NRC documentation to all key stakeholders where required in conjunction and with the support of the NRC staff.
- b) Manage the HP NRC information on the RI website in conjunction and with the support of the NRC staff.

4) Financial Management

- a) Work with the HPD to formulate detailed annual program budgets, including preparing specific project budgets for each activity or event.
- b) Facilitate the generation of monthly updates on financial expenditure vs. annual budget in conjunction and with the support of the NRC financial manager.
- c) Take responsibility for Rowing Ireland's assets operating within the NRC.
- d) Oversee the disbursement of planned direct athlete funding.

5) Program Administration

- a) Assist with and contribute to the preparation and review of HP NRC policies and operating documents.
- b) In consultation with the HPD prepare reports and presentations as required.

6) Program Representation

- a) Represent the NRC at event and in forums as required.

7) Special Projects

- a) Oversee the planning and delivery of special projects as required.

Principal Accountabilities as National Pathway Coordinator

1. Program Design

- a. Contribute to the design of the Program's strategic and operational plan in order to identify potential talented underage athletes.
- b. Contribute and implement agreed development plan for U23 and Jun already identified.
- c. Design individualised annual periodical training programs for designated identified athletes in conjunction with the HPD.

2. Athlete Coaching

- a. Coach designated squads and athletes.
- b. Athlete performance in competition, training and competition.
- c. Coordinate U23 and Jun national coaches.

3. Coach Development.

- a. Maintain an active program of personal and professional development to keep well briefed of the latest trends and knowledge in Rowing
- b. Contribute towards the education of coaches within RI

4. Talent Identification

- a. Identification of prospective talented athletes into the WAIS Rowing program

C. ISSUES AND CHALLENGES

- a) Effectively and efficiently managing a high volume of complex logistical arrangements.
- b) Ensuring the delivery of high quality activities within budget parameters.
- c) Engage National Team Managers to work cooperatively and efficiently with the NRC.
- d) Engage U23 and Junior Club's and Universities coaches to work cooperatively and efficiently with the NRC.
- e) To work cooperatively with stakeholders of the High Performance Program.

D. JOB DIMENSIONS

- a) This position reports directly to the High Performance Director of Rowing.
- b) This position provides direction to the NRC High Performance Staff.

E. SELECTION CRITERIA

- a) Comprehensive experience in planning and conducting international sporting tours and/or events is essential.
- b) Relevant experience as a coach, athlete or manager at the international level is desirable.
- c) Relevant administrative experience in a sport or related organisation desirable.
- e) Effective communication skills to liaise with a wide range of people including athletes, coaches, management, staff and suppliers.
- f) Technical knowledge of High Performance Rowing.
 - . Experience in coaching age restricted level athletes.
 - . Demonstrated ability to work within a multidisciplinary team as well as the ability to work independently.
- g) Commitment to a challenging, demanding, dynamic and "out of hours" working environment.
- h) Availability to travel nationally and internationally as required.

F. EMPLOYMENT CONDITIONS

1) SALARY & BENEFITS

- a) A package of salary and other benefits will be negotiated with the successful applicant that reflects the level of qualifications and experience.

2) LOCATION

- a) The role operates from the NRC High Performance Centre at Cork.

3) HOURS OF WORK

- a) The nature of the position requires extensive out of hours (including weekends) work, as well as national and potentially international travel. The Operations Manager will have the flexibility to conform to such hours of work as are reasonably required in order to perform their duties and fulfil their responsibilities.
- b) While no time in lieu arrangements exist for additional hours worked, staff are encouraged to work flexibly, by varying daily hours and days of work where appropriate and with the agreement of the HPD.