

Role: Club Support Officer
Date: January 2020



Rowing Ireland is a membership organisation funded partly by Sport Ireland. The organisation is responsible for the development and participation of rowing and indoor rowing in Ireland, and for the training and selection of individual rowers and crews representing Ireland. Rowing is one of the most successful Irish Olympic sports and Ireland is ranked second in World rankings as we head into the Olympic year. Rowing Ireland affiliated clubs (referred to as 'Clubs') are the backbone of our organisation and we are committed to ensuring that the sport continues to thrive, from the grass-roots right up to winning medals at the Olympic Games.

Rowing Ireland are seeking to recruit a full-time Coach Education Coordinator to join our expanding team. The Club Support Officer will be integral in supporting the delivery of key objectives within our Strategic Plan 2019-2024 to include assisting Clubs and leading our sport.

Role: Club Support Officer
Reports to: Chief Executive Officer
Location: Dublin or Cork
Contract Type: Full-Time
Application closing date: 5pm on 7th February 2020

Summary

The primary purpose of the Club Support Officer role is to act as the first line of support for Rowing Ireland members, ensuring high levels of efficiency by providing practical and timely assistance when they need it. This role is responsible for supporting the organisation and delivery of programmes and initiatives within Clubs, to assist them in becoming more sustainable. This will involve working with key stakeholders and Clubs to identify and meet their needs.

Key Duties and Responsibilities

- Be the first line of support for Clubs, working with them in a friendly and timely manner
- Working with the existing club support team, identify and report on improvements in club support
- Support the process of the annual membership affiliation, including promotion, analysis and reporting operations.
- Underpin safeguarding in Clubs, ensuring they are compliant with the relevant legislative requirements
- Coordinate and support the Rowkyo initiative
- Be the first point of contact for Clubs and the Para-Committee supporting both, where possible, in offering rowing for all (Rowability)
- Handle incoming queries relating to club development programmes and initiatives
- Support the current calendar of events and a review of future Rowing Ireland events
- Liaise with and support the Safety Committee, ensuring up to date and timely safety recommendations are in place for Clubs
- Develop relationships with stakeholders, local partners and other interest groups
- Identify and develop self-help content on the Rowing Ireland website, which could reduce inbound calls and emails.
- Have an understanding of legislation relevant to sports organisations; including safeguarding, health and safety, data protection etc
- Undertake other duties as required

Essential Criteria

- Sound knowledge of rowing and Rowing Ireland club and HP system and support network (desirable)
- Work to tight deadlines and under pressure to deliver programmes and initiatives on time

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- Experience of working with volunteers
- Proficient in IT, i.e. MS Office, Google Drive, Social Media channels
- Ability to work evenings, weekends and public holidays
- Be self-motivated and able to work independently, displaying passion and enthusiasm for rowing
- Willingness and ability to travel to Rowing Ireland Clubs around Ireland
- Legally entitled to work in Ireland
- Full clean driving licence and access to your transport

Additional Information

Rowing Ireland working hours are 9:00 to 17:00, although flexibility will be required at busy times to ensure core objectives are achieved.

Due to the requirements of our internal systems, this role will be office-based with travel required to clubs around Ireland.

Equal Opportunities

Rowing Ireland is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Remuneration

Salary will be dependent on experience.

To apply for this role, email your CV along with a covering letter to Michelle Carpenter at ceo@rowingireland.ie.

Please note: CVs received from agencies will not be considered for this role.