#### Job description- Limerick/Clare Get Rowing Coach/Coordinator

Rowing Ireland is one of Ireland’s foremost sporting organisations, with a reputation for success and a strong tradition in sport and competition.

## The Role

Reporting to the Rowing Ireland Get Going Get Rowing Manager, the Limerick/Clare Coordinator will be intrinsically involved in driving the get Going Get Rowing program in schools and communities in Limerick and Clare.

## Responsibilities

**Limerick/Clare Coordinator Role Description - Part time**

**This is an outline of the expected responsibilities of the role**

|  |  |
| --- | --- |
| Indoor Rowing Participation Programmes | ● Ensure smooth delivery of all current indoor rowing programmes in Limerick and Clare ● Explore new options in terms of hubs or programmes which can be piloted in Limerick and Clare with a view to expansion nationwide. Expand the Get Going Get Rowing programme in Limerick/Clare into Secondary schools using club hubs or using the current asset registry of rowing machines. ● Identify opportunities to grow income with these participationprogrammes with a view to reinvesting that income into programme delivery. |
| Scheduling:  | ● Link in with Limerick SP and Clare SP to get school details ● Liaise with schools to schedule classes ● Liaise with local rowing hubs to confirm availability for delivery of all classes. ● Schedule coaches to classes based on their availability ● Complete and communicate scheduling with coaches’ weeks before class starts |
| Asset management | ● Maintain an up-to-date inventory and manage the asset schedule of rowing machines in Limerick/Clare. ● Coordinate movement of ergs to meet schedule of classes, including booking the van to transport the machines and planning movements of the machines to and from schools. ● Communicate plan for moving rowing machines with van driver |
| Rowing Ireland and Local Sports Partnership updates | ● Compile regular updates Limerick and Clare Sports Partnership and Get Going Get Rowing Manager● Communicate frequently with Get Going Get Rowing Manager. ● Preparation of ad hoc updates as required |
| Calendar Management | ● Manage and ensure enough resources (coaches and machines) to deliver programme in identified schools ● Meet and outline Get Going Get Rowing programme to potential new schools ● Identify new areas of revenue generation ● Plan and staff rowing camps (If applicable) |
| Camp Management (if applicable) | ● Plan and schedule staff Learn to row camps ● Administration of camps – including communications with campers, parents/ and coaches ● Managing payment of camps and staff |
| Communications  | ● Profile and analysis of Get Rowing Social media platforms ● Updates to Get Going…Get Rowing website and liaison with Rowing Ireland branding and communications |
| Coaching  | ● May be required to deliver programme if coach unavailable |
| TrY Coaching delivery | ● Identify schools to deliver Try Coaching Workshop ● Manage all invoicing for this ● Supervise or arrange supervision of delivery of some classes in schools and ensure timely delivery of certificates for qualified participants. |

|  |  |
| --- | --- |
| TY Rowing Coaches | ● Manage all communications with TY Rowing coaches in Limerick and Clare ● Arrange delivery of TY Coaching Course for TY Rowing coaches ● Arrange for TY Coaches to get coaching experience in indoor and OTW rowing  |
| Event Management (including On the Water session) | ● Organise and ensure smooth delivery of indoor rowing blitz events for primary schools taking part. – including online registration, set up, availability of rowing machines, etc. ● Link in Limerick and Clare Sports Partnerships to communicate dates, venues etc. ● Coordinate and deliver OTW sessions in Limerick City and if possible other clubs across Co. Limerick and Co. Clare. This will also involve ensuring TY coaches availability to travel to selected venues to assist in delivering OTWs. |
| Club Development | ● Working with pilot clubs on the Sustainable Club Development programme. ● Support clubs in Limerick and Clare to help underpin their development structures. ● Link in with the Coach Education Development Officer to meet needs outlined in Limerick and Clare clubs to help their development. |
| Finances  | ● Monitor coaching hours and ensure that timesheets and expenses accurately reflect coaching services delivered. ● Invoice schools for services delivered - this is done thru the Rowing Ireland Finance Officer. ● Manage income and cost budget for delivery of Get Going Get Rowing (and all associated) programme in Limerick and Clare. |
| Marketing, PR and sponsorship | ● Promote and increase awareness of rowing in the wider Limerick/Clare community. ● Research, organise and, where appropriate, deliver relevant seminars/workshops for coaches, teachers, and any other stakeholders. ● Collate rowing participation material for inclusion in regular Limerick/Clare Sports Partnership newsletter, quarterly updates to Get Going Get Rowing manager, and any ad hoc inputs required by the CEO ● Identify and secure, in consultation with the Get Going Get Rowing Manager, opportunities that present in the area of public relations and marketing for rowing participation and Rowing Ireland. ● Prepare regular press releases on upcoming events and successful achievements. ● Assist Get Going Get Rowing with social media communications and planning. |
| Health and Safety Management | ● Work with Get Going Get Rowing Manager to ensure all delivery adheres to best practice in health and safety ● Record any accidents and/or incidents and assist with investigation of the same. ● Communicate all results and recommendations arising from investigation of incidents/accidents. ● Ensure that all activities undertaken as an officer of Rowing Ireland are in line with appropriate codes and legislation. |

## Additional Information

The Role is a part time role of 20 hours per week, Hours will be flexible depending on requirements.

**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.

Applying for the role If you are interested in the role, please send your CV alongside a covering letter.

No CV's from agencies, please.

### Closing date: Friday 22nd July 2022.

Only applicants to be invited for an interview will be contacted.

All candidates must have existing valid permission to live and work in Ireland unrestricted. While Rowing knowledge is preferred, it is not essential.

### Interviews Week Commencing 25th July

### Remuneration:

Salary will reflect the experience of the candidate.

Please set out your salary expectations within your covering letter.

Job Types: Part time

###