



SCOTTISH  
ROWING

# Application Pack

**Closing Date:**

Mon 31st March 2025

**Interviews from:**

Mon 7th April 2025

**Salary:**

Voluntary  
(reasonable expenses covered)

**Contract Type:**

Voluntary

**Location:**

Hybrid  
(Office based at Scottish Rowing Centre, 366 Hamilton Road, Strathclyde Park, Motherwell, ML1 3ED)

**Responsible to:**

Performance Advisory Group (PAG) through Head of Performance

## Scotland Rowing Team (HIRR): Team Manager & Assistant Team Manager

### About Scottish Rowing

Scottish Rowing is the Governing Body for rowing in Scotland. Our vision is a successful and thriving rowing community and our mission is to support and empower people in Scotland to enjoy rowing and achieve their potential.

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. We will undoubtedly see the Scotland Rowing Team grow even stronger as a result of these changes and we are now recruiting a Team Manager and Assistant Team Manager to guide the future generations of international athletes.

Scottish Rowing currently employs a team of 11 staff, supported by an ambitious Board and key volunteers within the organisation based at the Scottish Rowing Centre – its own dedicated training facility and office space at Strathclyde Country Park, near Motherwell.

This will be a unique and exciting opportunity to help shape the future of one of Scotland's leading Olympic sports.



Image: Ron Wallace

## Background Information

The Scotland Rowing Team competes annually in the Home International Rowing Regatta (HIRR), an international challenge match against England, Ireland and Wales. Team Coaches are selected each year for these events in accordance with the events selection policy.

### Responsibilities:

- The Team Manager (TM) is responsible to the Performance Advisory Group through the Head of Performance.
- The Assistant Team Manager (ATM) is responsible to the Team Manager. The ATM may be appointed from the Scottish Rowing staff team.
- The TM and ATM will work closely and collaboratively with the Scottish Rowing Head of Performance and other Performance Pathway staff/volunteers in the planning and execution of Scotland Rowing Team duties.
- The TM should prepare a report annually for the Board or when requested, as to the Team's activities, including regatta results.
- The TM and ATM will be responsible for the management of the Scotland Rowing Team including athletes, coaches and support staff:
- The HIRR team comprises up to 32 senior athletes (incl. para disciplines), 28 junior athletes, plus approximately 14 coaches and support staff.

Both of these posts are unpaid volunteer roles and require a Protecting Vulnerable Groups (PVG) Scheme membership.

### Assistant Team Manager Responsibilities

The Assistant Team Manager will work closely with the Team Manager and the Scottish Rowing staff team to ensure all relevant management and logistical issues are attended to.

The Assistant Team Manager should be capable of taking full responsibility for any of the specific tasks described below, either when the Team Manager is to delegate these or in the absence of the Team Manager.



## **Team Manager Responsibilities**

Scottish Rowing Team Selection Policy

Athletes for the Scotland Rowing Team are selected following the procedures described in a Selection Policy document published annually for each Scotland Rowing Team event.

The Team Manager should, in collaboration with the Scottish Rowing Head of Performance:

- Ensure a regular review of the Selection Policy is performed with appropriate consultation with athletes, coaches and club officials.
- Publicise the Selection Policy to all appropriate parties and ensure that athletes and coaches seeking selection understand the Policy and Procedures.

## **Scotland Rowing Team Selection Procedure**

The Team Manager is responsible for ensuring that team selection is handled in accordance with the Selection Policy.

The Team Manager must therefore:

- Propose the Team Selectors to the Scottish Rowing Performance Advisory Group each season, ahead of the first selection event.
- Provide a list of eligible athletes for selection to the Selectors prior to the first selection event.
- Organise and take minutes of all Selectors' meetings.
- Be the point of contact for all enquiries regarding all matters of selection (as coaches and athletes should not contact Selectors directly).
- Handle appeals in accordance with the Appeals Process as detailed in the event Selection Policy.
- Ensure that an up-to-date list of individuals qualified to serve on a Scottish Rowing Appeals Panel is maintained.
- Publish 'athletes under consideration', 'provisional' and 'final' team documents to registered athletes and coaches, clubs, and to appropriate media outlets.
- Apply the appropriate recruitment and selection procedures in line with the Scottish Rowing Child Wellbeing and Protection Policy.

## **Trials**

Although the Scottish Rowing Championships serve as the main selection regatta it is common practice to organise additional Crew Formation Trials for 'athletes under consideration' following the conclusion of the domestic racing season.

The Team Manager is responsible for organising all aspects of these trials (in collaboration with the Head of Performance & Junior Co-Ordinator) including:

- Booking of a venue and ensuring that appropriate infrastructure for a trial is in place.
- Organising all equipment and ensure that appropriate safety cover is provided.
- Working with Team Coaches and Selectors to arrange suitable methods of crew formation and testing to select the provisional team.

## **Team Registration and Administration**

The Team Manager should:

- Work with the Scottish Rowing staff team to provide a method of online registration for all athletes and coaches seeking representation on the team. Other interested parties should also have the ability to register to receive appropriate information.

- Keep dietary, medical and emergency contact details for all athletes and coaches in the team. This information should be collected and handled in accordance with the Scottish Rowing Data Protection Policy.
- Conduct and document risk assessments at regular intervals with regards to all team activities.

### **Wellbeing and Protection**

Scottish Rowing is fully committing to safeguarding the welfare of all children and protected adults in its care. It recognises the responsibility to promote safe practice and to protect children and protected adults from harm, abuse and exploitation.

The Team Manager will work with the Scottish Rowing Lead Wellbeing & Protection Officer and as appropriate the nominated Event Welfare Officer for all Scotland Rowing Team events and trials.

Therefore, the Team Manager should:

- Be familiar with all aspects of the Scottish Rowing Child Wellbeing & Protection Policy and ensure the effective implementation of the policy and procedures to all Scotland Rowing Team activities.
- Work with the Scottish Rowing Lead Wellbeing & Protection Officer to ensure that all aspects of safeguarding have been considered in the planning for events and that the risk assessment for the event covers safeguarding considerations.
- Nominate an Event Welfare Officer for each Scotland Rowing Team event as appropriate (in collaboration with Scottish Rowing Lead Wellbeing & Protection Officer)
- Have attended a Child Wellbeing & Protection in Sport workshop within the 3 years prior to an event.
- Work with the Scottish Rowing Lead Wellbeing & Protection Officer to ensure that all necessary coaches and chaperones have attended a Child Wellbeing & Protection in Sport workshop (within the 3 years prior to an event) and are members of the Scottish Rowing PVG Scheme prior to engaging in any team activities.
- Respond appropriately to disclosures and concerns which relate to the wellbeing of a child as described by the responding to concern process in the Child Wellbeing and Protection Policy.
- As required, to act as a chaperone for members of the Scotland Rowing Team during team events.

### **Team Logistics**

The Team Manager's main role is to support the athletes and coaches on the team in such a way that they can maximise their sporting performances. The Team Manager will therefore work with the support of the Scottish Rowing staff team to organise a number of aspects of logistics including but not limited to:

- Arranging team kit for all members of the team.
- Ensuring that appropriate transport, accommodation and catering is arranged for all team members.
- Ensure that team members with specific needs are catered for e.g. accessibility for para-athletes.
- Ensuring the safety of all members of the team, both on and off the water.
- Liaising with clubs with regards the use of borrowed equipment.

- Arranging for the transportation of boats and equipment to the regatta venue and ensuring their safe return to their donor club.
- Ensuring that all team members are aware of their responsibilities with regards the use of borrowed equipment.
- Arranging for (where required) additional insurance for equipment.

### **Team Finances**

The Team Manager should liaise with the Scottish Rowing Head of Performance to ensure that:

- Team activities are organised within any budget set by the Scottish Rowing Board and that all services or equipment purchased represents 'good value' for Scottish Rowing and the team members who must bear the majority of the costs.
- Suitable and timely communication to athletes and coaches the financial requirements of both the selection process and of being a part of the Scotland Rowing Team.
- All team members pay the appropriate fees due.
- All costs incurred are settled in a timely fashion.

### **Team Conduct**

Athletes and coaches on the Scotland Rowing Team represent their clubs/schools but most importantly their country. The highest standard of conduct is therefore expected.

The Team Manager must ensure that:

- All athletes and coaches selected for the team agree to the appropriate Code of Conduct for their role (agreement will be evidenced by a signature).
- Ensure that athletes and coaches who act inappropriately are challenged immediately and to impose sanctions while away from home for any issues where the Code of Conduct has been broken.
- Ensure that athletes and coaches who contravene the Code of Conduct are handled in accordance with the Scottish Rowing Disciplinary, Grievances and Appeals Procedures.

### **Representation**

- The Team Manager is expected to serve as a member of the Scottish Rowing Performance Advisory Group.
- The Team Manager should ensure strong communication links with the Team Managers of the other HIRR teams.



Image: Ron Wallace



## Person Specification

Applicants for the position of Scotland Rowing Team: Team Manager & Assistant Team Manager should meet the following person specifications:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Up to date Child Wellbeing and Protection in Sport Certificate (within the last 3 years).</li> <li>• Up to date Emergency First Aid Qualification.</li> <li>• Registration as part of the Scottish Rowing's PVG Scheme.</li> <li>• Experience of managing teams.</li> <li>• Experience of team selection processes.</li> <li>• Excellent Communication and Organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge &amp; Experience of working with the Scotland Rowing Team.</li> <li>• UKCC Level 2 Coaching Qualification.</li> <li>• Experience of towing a trailer.</li> </ul>



Image: Ron Wallace

## 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 CV and covering letter which outlines their relevant skills, experience and qualifications, as well as their motivation for applying for the role.

Please return by email to [office@scottish-rowing.org.uk](mailto:office@scottish-rowing.org.uk) or by post to Scottish Rowing (HoBO Application), Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED.

Our Equality monitoring form should be completed using the link below:

### [Equality Monitoring Form](#)

For an informal and confidential discussion about this role please contact Tom Young, Interim Head of Performance & Lead Performance Pathway Coach by email at: [tom.young@scottish-rowing.org.uk](mailto:tom.young@scottish-rowing.org.uk)

**Applications for this position close on Monday 31st March 2025.  
Interviews will be held from Monday 7th April 2025.**

