

**Tyne Rowing Club in association with  
Newburn Sports Services Ltd**

Supported by Sport England through British Rowing, Newcastle City Council  
and Morpeth/Ponteland and Newcastle School Sport Partnerships

**Job Description**

<b>POST TITLE:</b>	Community Sports Coach (Rowing)
<b>SALARY:</b>	£18,000 per annum before deductions. The employer does not provide pension contributions but can arrange for the post holder to set up pension arrangements.
<b>HOURS:</b>	37 hours a week on average, which is likely to include significant evening and weekend working. There will be no extra payments for work at such times.
<b>LEAVE ENTITLEMENT:</b>	21 days paid leave per annum. Full credit will be given for public holidays, whether normally worked or not. A flexible working hours system will operate.
<b>CONTRACT PERIOD:</b>	A fixed term contract period of two years is offered, with the prospect of a further two years subject to funding.
<b>RESPONSIBLE TO:</b>	Secretary, Tyne Rowing Club, with support from Newburn Sports Services Ltd.
<b>JOB PURPOSE:</b>	To organise, undertake and support coaching of rowing and related activities for specified target groups of beginners and novices in the Newcastle and south Northumberland area.
<b>MAIN DUTIES:</b>	The following is typical of the level of duties which the post holder will be expected to perform. It is not exhaustive and other duties of a similar nature may be required from time to time.

1	<p>To provide coaching in rowing, with the following main targets groups:</p> <ul style="list-style-type: none"> <li>- school students and other young people up to and including 19 years old from Newcastle and south Northumberland</li> <li>- adults from black and minority ethnic communities in Newcastle</li> <li>- women and girls from the Newcastle area</li> <li>- adults from the local area, including those with health referrals.</li> </ul>
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2	<p>In order to meet item 1, to work in the following ways:</p> <ul style="list-style-type: none"> <li>- coaching and providing support for coaching on indoor rowing in schools and other venues</li> <li>- providing taster sessions and structured indoor and water coaching sessions at Tyne Rowing Club, Newburn</li> <li>- undertaking other outreach activities as necessary, such as attendance at indoor rowing competitions, community events and festivals</li> <li>- assisting in the organisation of competitions and events for the target groups.</li> </ul>
3	To support and mentor student placements who may be working with Newburn Activity Centre or Tyne Rowing Club.
4	To work with and support volunteers from Tyne Rowing Club.
5	To assist in the marketing and promotion of the training programmes being offered.
6	To assist in the keeping of records and accounts, the preparation of monitoring reports and in maintaining written contact with partners.
7	To attend and contribute to relevant meetings, committees, working groups, seminars and conferences as required.
8	To promote and implement the equal opportunities policies of Newburn Activity Centre and Tyne Rowing Club.
9	To assist in maintaining a healthy, safe and secure environment for trainees with reference to British Rowing's <i>Row Safe</i> guidelines and relevant policies and procedures of Newburn Activity Centre and Tyne Rowing Club.

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December 2009