



CHRIST CHURCH
UNIVERSITY OF OXFORD

Job Description

- TITLE:** College Boatperson (Boathouse Manager) & Assistant Rowing Coach
- RESPONSIBLE TO:** The Steward, as Senior Member and Treasurer of the Boat Club
- OPERATIONALLY REPORTS TO:** Head Coach and The Steward
- LIAISON WITH:** The Steward, Head Coach, BC Presidents & Clerk of Works for repairs to fabric
- COLLEGE OFFICER:** The Steward
- GENERAL:** Christ Church expects its staff to provide a *high* level of service in their role when undertaking their duties as designated by the Steward.
- LOCATIONS:** Christ Church Boat House and Christ Church Sandford base. You may also be asked to work abroad with training camps.
- HOURS:** As per your Statement of Main terms (SMT). You will be required to work additional hours when authorised and as necessitated by the needs of Christ Church.

Nature and Scope

Christ Church Boat Club provides rowing opportunities for the students, offering a mix of both 'learn to row' and competitive programs. This position serves as a multi-faceted role. Responsible to the Steward as Senior Member and Treasurer and working under the operational direction of the Head Coach, the Boatperson (Boathouse Manager) supports the Christ Church rowing programme by maintaining the fleet of 20+ boats, oars, and ergs, provides administration support, coaches various crews and helps support and deliver the novice LTR programme.

Major Responsibilities

Supporting the operational needs of Christ Church Boat Club.

There are three key areas: Boatperson duties, administrative support and coaching.

1) BOATPERSON DUTIES:

- Maintain and repair the ChChBC fleet of boats, oars, and other equipment at all operational locations (Regular visit to Sandford rowing base to check for repairs, H&S etc.)
- Maintenance of the boat trailer
- Develop a boat maintenance program that seeks to keep all ChChBC equipment in top working order
- Complete the Annual Equipment Audit
- Ensure Launches are properly maintained and meet prescribed safety protocols

- Ensure Launch fuel supplies are adequate for the training needs
- Ensure trailer is properly maintained and meets prescribed safety protocols
- Carry out minor and running repairs in a timely fashion
- Organise for major repairs with approved boat repairers after consultation with the Steward and the Head Coach
- Work closely with the Head Coach to develop and implement an equipment turn over plan so that ChCh student rowers are always provided the best possible equipment
- Plan, load and drive the trailer to regattas, camps, repair centres, etc.
- Develop student awareness of safety and conduct in Boat House and on the waterfront
- Support safety management through regular safety equipment checks and close assessment of risk during practices
- Address health and safety issues associated with all aspects of the program with the Head Coach
- Checking and maintenance of Life jackets
- Work with Head Coach to train all coaches and club officers in water regulations and safety procedures
- Work within the constraints of the annual budget of the rowing programme
- Perform other duties as required

Punting and Leisure Craft

- Maintenance and management of the punts and other leisure craft
- Maintaining a clean and secure Punt store

Maintaining Facilities

- Supervision of all areas of the Boat House including the cleaning of the kitchen, gym, changing rooms, toilet areas, workshop, and boat areas in accordance with the cleaning schedule
- Servicing of the Ergometer rowing machines for the Boat Club – maintenance of log for service and repair
- The maintenance of security of the building
- In conjunction with the Head Coach and Steward, organise quotes from contractors for agreed works
- Be proactive in reducing and recycling waste at the boathouse with particular attention to the Torpids and Summer Eights events
- Maintaining the lawns around the Boathouse
- Cleaning outside dock areas and equipment

Health and Safety Specific Requirements

- Liaison with the H&S Auditor for the annual inspection and as required at other times
- Responsibility for health, hygiene, and safety issues relating to the Boat House and Boat Club, ensuring the Boat House is compliant regarding Health and Safety in coordinating with the Steward and Head Coach
- Liaising with the Clerk of Works to ensure that the following are up to date:
 - PAT testing and records
 - Ladder inspections and records
 - Water safety testing and records
 - Fire extinguisher servicing and maintenance and records
 - Emergency Lighting basic tests and records

2) ADMINISTRATIVE DUTIES:

- Assist the Head Coach and Club Officers with various administrative tasks to ensure the smooth operation of the club
- Help organise and support rowing trips including tours
- Coordinate schedule of maintenance with the rowing calendar
- Support students through announcements, posting notices, and close coordination with key stakeholders particularly when concerning boathouse operations and equipment issues
- Assist with planning and organising for Torpids and Summer Eights through close coordination with colleagues across the college, including set up at the Boat House
- Help organise and support rowing trips
- Assist with the planning and coordination of team travel, including away trip processes, training camps, & transportation

3) COACHING DUTIES:

- Coach rowing sessions as arranged with the Head Coach
- Demonstrating rigging principles to students
- Polling off for Torpids and Summer Eights
- Maintain records for crew selection
- Support session coaches
- Dual role during regattas as both Boatperson and Crew Coach
- Attend meetings with the rowing coaches.

EDUCATION & EXPERIENCE:

- Experience repairing and maintaining rowing equipment (training may be available)
- Experience with composite repairs and rowing equipment
- RYA level 2 Powerboat (desirable but not essential)
- CPR and First Aid (certification can be obtained)
- DBS – Enhanced disclosure (occasionally we have u18 members)

SKILLS:

- Displays a passion for working with young people
- Self-motivated and detail oriented
- Optimistic and positive attitude
- Demonstrated ability to work collaboratively in a team setting and receptive to new ways of doing things
- Good range of general practical maintenance skills.
- Good organisational skills
- Works well under pressure/prepared to work flexibly at quieter times of the year
- Has a willingness to learn and attend professional development as required
- Ability to work independently within established procedural guidelines and/or written directions
- Strong communication and interpersonal skills as applied to interactions with co-workers, supervisors, members and general public

WORKING CONDITIONS:

- Due to the nature of the work and the timing and location of events with which this position is associated, day, afternoon, evening, and occasional overnight shifts of varying duration, including weekends, may be required
- The employee works with their Manager to set their schedule
- Will be required to perform duties in inclement weather conditions
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment
- Must be legally entitled to work in UK

OTHER NOTES:

- The above is not an exhaustive list of duties and you will be expected to perform different tasks commensurate with the role and the objectives of the Christ Church Boat Club.
- You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (Personal Protective Equipment) at all times. If you are unsure about anything, please ask the Steward.
- You will be provided with the College's safeguarding policies and procedures of which you are expected to abide at all times, failure to comply with these policies will lead to disciplinary action.
- To play your part in providing a good working environment, promoting a positive attitude, and pride in your work!

Please refer to the Staff Handbook and/or your Statement of Main Terms for matters relating to benefits.

