



CHRIST CHURCH

FURTHER PARTICULARS

Job title	Head Coach (Boat Club)
Location	Christ Church
Department	Stewards
Salary	University Scale Grade 6 (currently £27,985 to £32,684 per annum pro-rated)
Hours	30 hours per week
Contract type	Permanent
Responsible to	The Steward
Application deadline	Applications will be reviewed as they are received and so early submission is recommended.
Vacancy reference	CHBC092025
Additional information	This post is subject to a six-month probationary period

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Department information

Christ Church Boat Club was founded in 1817 and is one of the oldest in the world. It has an illustrious history we aim to build on and continue in the future. Christ Church Boat Club is a club in which all members are valued and encouraged to succeed for the good of themselves, their crews, and the House.

Role of the Head Coach

The Head Coach role will involve working a variety of flexible shifts to meet the demands of the role which are frequently time sensitive. Weekend work is required as is attending

training camps and external regattas. The Head Coach should also be prepared to cover for the Assistant Coach(es) if other appropriate cover cannot be found

The Head Coach is expected to be professional, efficient, flexible, to communicate actively and to follow all the college's policies, procedures and protocols.

The role of the Head Coach is to ensure future success by taking a holistic view of the Club by optimising the coaching, ensuring members enjoy their experience and perform to their best level, and the club's first-rate equipment is used effectively to support the club's and members' best endeavours.

- As a student club, the Head Coach must seek to develop every individual member, whether a novice or a Blue, consistent with their professional evaluation, so they may give their best to the House.
- The Head Coach should develop programmes to align with the time of year and the challenges of our location; these will include water and light levels. These programmes will need to be agile to ensure they fit with the changing situation that Oxford College Boat Clubs encounter.
- The Head Coach needs to be flexible to adapt their own working pattern to align with agile programmes and build a team of committed coaches that will support them to deliver the agreed programme to improve rowing and member satisfaction across all levels; Novice through to 1st Boats.
- The Head Coach must oversee the fleet of boats, and all other equipment, to ensure the club has what is needed to succeed.
- Success with the Inter-colleges Regatta, Torpids, and Summer Eights are core goals for the Club. In addition, Christ Church Boat Club aims to succeed beyond just the Isis. This includes ambitions to win at other regattas, including competing successfully at Henley.

Overall responsibilities of the Head Coach include:

Management: Overseeing all Operational Aspects of the Club

- Production of all training programmes. These need to be agile in line with the challenges of rowing in Oxford. These include, but are not limited to water, light levels and student availability.
- Working within an agreed annual budget and supporting the Senior Member and Treasurer of the Boat Club (The Steward of Christ Church) to review this on an annual basis. Reviewing operational and capital costs.
- Meeting formally with the Senior Member and Treasurer at least once a term with the Captains and Boatman – The Christ Church Boat Club Committee.
- Attend termly Christ Church Rowing Management Committee (CCRMC) meetings providing detailed reports on coaching, rowing, performance etc.
- Attend meetings of the Boat Club Society Committee to support the Club's interface and relationships with Alumni.
- Ensuring effective, responsible and appropriate communication with, and between the Committee, Assistant Coach(es), the Boat Person, the CCRMC, the Senior Member and Treasurer of the Boat Club and rowers, whether by way of face-to-face contact, or by emails, telephone calls, messaging and meetings.
- Work well with the coaching team. Upskilling casual coaches and introduce cox training.

- Recruitment, oversight and performance management of the Assistant Coaches and their responsibilities, which include the coaching of the '*Learn to Row*' course for graduate students. This includes liaising with HR for recruitment and recording timesheets with the Assistant Manciple.
- Assist the Steward with budget forecast for training and development of coaches and coxes.
- Transportation of boats and crews (including liaison with the Boatman), trailering arrangements and provision of fuel for the launch.
- Updating the Christ Church Boat Club website and social media pages with the support of the Communications Office
- Oversee the Boat Club Committee deliverables to ensure that they execute their responsibilities in a timely and effective manner, including but not limited to:
 - i) organisation of novice recruitment and outings.
 - ii) effective and timely communications via email of land training times.
 - iii) effective coordination of timetable clashes.
 - iv) organisation of coxing cover for all sessions, including arranging for senior rowers to cox novices.
 - v) booking and arranging tank sessions in line with budget limitations.
 - vi) arranging social events with the Boat Club Social Secretary including, Freshers Week, Torpids and Eights programmes, Boat Club dinner invitations and receptions.
- Submission of race entries in a timely manner and related payments.
- Organisation, planning and supervision of important external race events: which may include but not limited to Head of The Charles (USA), Henley Women's Regatta, Henley Royal Regatta and all other regattas as appropriate and agreed.

Coaching, training and selection:

- Setting an annual training calendar with dates for training camps, regattas, and dovetailing with Boat Club Society events, college events and selection dates.
- Setting the overall training programme for the entire Boat Club, including land training and attending a relevant number of on the water and land-based sessions per week. Ensuring all sessions are covered by the most relevant coach from those available. Key focus for the Head Coach would be W1/M1 and coxes. Frequency of session will vary depending on row ability of the bodies of water that can be used and cycle of the year to be ready for competitions.
- Ensure OURC compliance training is in place such as swim and capsize testing for small vessels.
- Selection of the Christ Church Boat Club crews across all competition boats and required number of meetings with all coaches to discuss progression of rowers between boats.
- The maintenance of accurate records of all coaching session on water and land training results, as well as any other training output (e.g. timed pieces), to support transparent selection processes.
- Arranging and supervising pre-term (1st week MT and HT and 0th week TT) training camps for squads after consulting with the Senior Member and Treasurer of the BC.
- The organisation and supervision of all training camps which must be discussed with and approved in advance by the Senior Member and Treasurer of the Boat Club and the CCRMC.
- Attending all race programmes where Christ Church Boat Club races unless previously reviewed with the Steward.
- Provide 'takeaway' training programmes throughout the year for all squad members during vacations.

Equipment

- Liaise with the Boat Person and Senior Member and Treasurer of the Boat Club (the Steward) on equipment repairs and necessary purchases; ensure that expenditure is agreed in advance with the Senior Member and Treasurer of the Boat Club unless small routine repairs.
- Liaise with the President of the Boat Club on borrowing demo boats from boat builders.
- Liaising with the Senior Member and Treasurer on the purchase of kit.
- Resolving any issues to do with lost equipment and or insurance claims.

Health and Safety

- The Head Coach, with the assistance of the Boatman and Committee Members has overall responsibility for the Boat Club Health, Safety and Compliance of all Club related activity, be that at the Boat House, Sandford Lock, transport, attendance at external events and training venues. This includes the control of the use of the gym and induction of members. This includes ensuring adherence to all OURCS and British Rowing, or any other related policies, guidance, rules and regulations, for example inductions, swim and capsized tests).
- All relevant emergency procedures will be the responsibility of the Head Coach and these should be reviewed annual and adhered to in circumstances that require them to be followed.
- The Head Coach with the assistance of the Boat Club Secretary is responsible for providing and maintaining an up-to-date list of all those who have been inducted to operate out of the Boat House/Sandford Lock including all its equipment and standard operating procedures and policies.
- An up-to-date list of members and a key list must be provided by the Secretary of the Boat Club to the Senior Member & Treasurer of the Boat Club who will retain copies for her records and also take responsibility for providing an up-to-date key list for the Christ Church Lodge.
- The Head Coach with the assistance of the Boatperson is responsible for submitting the annual Safety Audit to British Rowing.
- Following college procedures for reporting of accidents and informing the Steward of any RIDDOR incidents. To liaise with all the emergency services as appropriate in the event of an incident or emergency and to inform the Lodge and Senior Member and Treasurer of the Boat Club who will notify any other relevant College Officer (Senior and Junior Censors).
- The Head Coach and the Boatperson must ensure that all members of the BC observe all safety rules relating to use of boats.
- Liaising with the Boatperson and members to ensure all security procedures are adhered to. To train crews in all relevant H&S policies and risk assessments.
- Liaising with the Boatperson to ensure all fire and emergency procedures are adhered to together with the Boatperson to carry out Risk Assessments as required.
- To ensure that any information concerning student welfare is relayed to the relevant College Officer and/or senior member of staff promptly, accurately and confidentially, working closely with the committee representative for Welfare.
- Any other duties commensurate with the role.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK (applicants must have current and ongoing right to work in the UK without restrictions as Visa sponsorship is not provided); proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

Terms and conditions

- Salary: University Scale Grade 6 (currently £27,985pa to £32,684pa pro rated) according to experience.

Employee benefits

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays pro-rated for part time staff. Time off in lieu will be given for Public Holidays.
- The post-holder will be entitled to lunches without charge during periods for which these are available if working more than 6.5 hours a day
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

How to Apply

Applications will be reviewed as they are received so early submission is recommended.

Application documents should include:

- A letter of application addressed to Stewards Recruitment stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to stewardsrecruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in college staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you need help

If you have any questions regarding the application process, please contact stewardsrecruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidatesData Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.