

<b>TITLE</b>	Head of Rowing
<b>EMPLOYMENT STATUS</b>	Full Time
<b>HOURS OF WORK</b>	1 FTE
<b>ENTERPRISE AGREEMENT</b>	Launceston Church Grammar School General Staff Enterprise Agreement
<b>EA CLASSIFICATION</b>	Dependant on experience
<b>REPORTS TO</b>	Head of Sporting Programs
<b>REPORTS</b>	Rowing Coaches Boatshed Manager
<b>LOCATION</b>	Senior and Junior Campus / Sporting fields

## Scope of position

The Head of Rowing is a prominent leadership role within the School and the wider Tasmanian rowing community.

Launceston Grammar has a proud tradition in rowing, supported by practical facilities, strong student participation, and a highly engaged parent community. The Head of Rowing builds on this legacy by fostering a positive and aspirational team environment that balances participation and performance.

This position requires a dynamic and organised leader who can manage the day-to-day logistics of training and competition while also driving long-term program growth. The role involves regular early mornings, weekend commitments, and out-of-hours work, balanced by a flexible work schedule in consultation with the Head of Sporting Programs.

## Duties and Responsibilities

### LEADERSHIP

- Continue to develop a rowing program ethos that is congruent with the tradition and direction of the School
- Coordinate students, staff, parents, and coaches to ensure Launceston Grammar crews reach their rowing performance potential
- Maintain cooperation with Rowing Tasmania
- Maintain cooperation with, and participate in, regular communication with school rowing coordinators across the State
- Ensure a balance between enjoyment and performance amongst all rowing crews
- Lead and maintain a positive relationship with the Rowing Support Group.

### PROGRAM MANAGEMENT

- Lead the recruitment of and manage rowing coaching staff
- Liaise with HR/Payroll regarding the employment and remuneration of all rowing coaches
- Oversee the Boatshed Manager and assist where necessary with the maintenance of the rowing equipment
- Take responsibility for the mentoring of coaches and assisting in their professional development
- Continually plan and review the financial management of the program to identify means of maximising the effectiveness of the program
- Manage the purchase of all School rowing equipment
- Plan and manage all aspects of Launceston Grammar rowing camps (including transport, Risk assessment, work health and safety, food and equipment)
- Coordinate the logistics of trainings and regattas, and ensure rowers and coaches are informed
- Oversee the selection of crews and transparent criteria for crew and seat selection processes
- Determine specific training goals and performance levels for each section of the Rowing Program
- Encourage participation beyond school rowing, including high performance pathways and club rowing
- Communicate clearly with all sections of the rowing community
- Ensure that crews have opportunity to participate in a range of regattas throughout the season
- Advise on other matters relating to competition including injury prevention and management, nutrition and recovery
- Determine and oversee an appropriate winter training program
- Contribute to the planning and organisation of rowing events and associated fundraising

- Assist the Head of Sporting Programs with the delivery of other sports programs during term 2 and 3 including supervising excursions, administrative tasks and implementing initiatives.

### COMMUNITY AND SCHOOL ENGAGEMENT

- Serve as the public face of the School's Rowing program.
- Strengthen partnerships with community clubs and associations to enhance pathways and development.
- Lead rowing-related events

### GENERAL RESPONSIBILITIES

- Act as an excellent role model for students, colleagues, and parents; always representing the School in a positive and professional manner
- Attend School and Campus staff meetings as required
- Attend School functions and events when required
- Demonstrate a commitment to one's own professional learning, including undertaking regular professional development activities in relation to the requirements of this role
- Undertake other duties as required.

### WORKPLACE HEALTH AND SAFETY - WORKER

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School including reporting any hazards, incidents and near misses.

## Key Selection Criteria

---

### QUALIFICATIONS / CERTIFICATIONS

- A tertiary qualification in education, sports management or a discipline related to Rowing
- Minimum level 1 Rowing Australia coaching accreditation.
- Current, valid Class C Driver's Licence, with the ability to tow a boat trailer, and Light Rigid (LR) Bus Licence (desirable)
- Current/valid **Working with Vulnerable People Card** (WWVP).
- **National Police Check** or willingness to obtain.
- Current **HLTAID012 First Aid** qualification in an Education and Care Setting.
- Current **HLTAID009 – Provide CPR**.

### EXPERIENCE AND KNOWLEDGE

- Personal involvement and achievement in Rowing as a member of a rowing squad, coach, or administrator
- Demonstrable experience leading a successful rowing program, including program design, strategic planning and team development
- Previous success in people management, coaching and supervision
- High degree of competency in data entry and attention to detail
- Experience coordinating large-scale events
- Knowledge of budgetary and financial management processes.

### PERSONAL ATTRIBUTES

- Highly relational, with strong emotional intelligence and the ability to build rapport with students, staff, parents, and community members
- Strong verbal and written communication skills, with the ability to deliver clear instructions, articulate program goals, and produce professional correspondence and documentation for different audiences, including students, staff, and parents
- An independent worker with demonstrated self-motivation and initiative in setting goals, creating solutions, and managing multiple tasks
- Organised and detail-oriented, with strong planning skills and the ability to juggle competing priorities and deadlines
- Proactive and solutions-focused, with the ability to anticipate challenges, make sound decisions, and remain calm under pressure
- Willing and able to work flexible hours to service the Rowing Program's various activities, which will include early mornings and weekend commitments
- Ability to develop and maintain positive relationships with key stakeholders within the School community.

- Demonstrated ability to work as an effective and constructive team member and a willingness to fully participate in School Activities
- Proactive and innovative, with the ability to design, promote and implement initiatives that enhance student participation, performance, and the overall profile of the rowing program
- Demonstrated passion for rowing and sport more broadly as a vehicle for student growth, wellbeing, and character development.

## **Safeguarding Children and Young People**

---

Launceston Church Grammar School takes the safeguarding of children and young people seriously. You must:

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

As no position description can fully capture the complexity and evolving nature of work within a School, this document is intended as a guide only and requires flexibility in its application, with employees expected to undertake other duties as reasonably directed from time to time and the School committed to regularly reviewing and updating position descriptions to reflect the changing contribution of roles.