



Cork city and county Coordinator Role Description - Part time

This is an outline of the expected responsibilities of the role

<p>Indoor Rowing Participation Programmes</p>	<ul style="list-style-type: none"> • Ensure smooth delivery of all current indoor rowing programmes in Cork • Explore new options in terms of hubs or programmes which can be piloted in Cork with a view to expansion nationwide. • Expand the Get Going Get Rowing programme in Cork into Secondary schools using club hubs or using the current asset registry of rowing machines. • Identify opportunities to grow income with these participation programmes with a view to reinvesting that income into programme delivery.
<p>Scheduling:</p>	<ul style="list-style-type: none"> • Link in with Cork Sports Partnership to get school details • Liaise with schools to schedule classes • Liaise with local rowing hubs to confirm availability for delivery of all classes. • Schedule coaches to classes based on their availability • Complete and communicate scheduling with coaches' weeks before class starts
<p>Asset management</p>	<ul style="list-style-type: none"> • Maintain an up-to-date inventory and manage the asset schedule of rowing machines in Cork. • Coordinate movement of ergs to meet schedule of classes, including booking the van to transport the machines and planning movements of the machines to and from schools. • Communicate plan for moving rowing machines with van driver
<p>Rowing Ireland and CSP updates</p>	<ul style="list-style-type: none"> • Compile regular updates for Cork Sports Partnership and GGGR Manager • Communicate frequently with GGGR Manager. • Preparation of ad hoc updates as required
<p>Calendar Management</p>	<ul style="list-style-type: none"> • Manage and ensure enough resources (coaches and machines) to deliver programme in identified schools • Meet and outline Get Going Get Rowing programme to potential new schools • Identify new areas of revenue generation • Plan and staff rowing camps (If applicable)
<p>Camp Management (if applicable)</p>	<ul style="list-style-type: none"> • Plan and schedule staff Learn to row camps • Administration of camps – including communications with campers, parents/ and coaches • Managing payment of camps and staff
<p>Communications</p>	<ul style="list-style-type: none"> • Profile and analysis of Get Rowing Social media platforms • Updates to Get Going...Get Rowing website and liaison with Rowing Ireland branding and communications

Coaching	<ul style="list-style-type: none"> ● May be required to deliver programme if coach unavailable
TrY Coaching delivery	<ul style="list-style-type: none"> ● Identify schools to deliver Try Coaching Workshop ● Manage all invoicing for schools involved in programmes ● Supervise or arrange supervision of delivery of classes in schools and ensure timely delivery of certificates for qualified participants.

TY Rowing Coaches	<ul style="list-style-type: none"> ● Manage all communications with TY Rowing coaches in Cork ● Arrange delivery of TY Coaching Course for TY Rowing coaches ● Arrange for TY Coaches to get coaching experience in indoor and OTW rowing
Event Management (including OTW session)	<ul style="list-style-type: none"> ● Organise and ensure smooth delivery of indoor rowing blitz events for primary/Secondary schools taking part. – including online registration, set up, availability of rowing machines, etc. ● Link in CSP to communicate dates, venues etc. <ul style="list-style-type: none"> ● Coordinate and deliver OTW sessions in Cork City and if possible other clubs across Co Cork. This will also involve ensuring TY coaches availability to travel to selected venues to assist in delivering OTWs.
Club Development	<ul style="list-style-type: none"> ● Working with pilot clubs on the Sustainable Club Development programme. ● Support clubs in Cork to help underpin their development structures. ● Link in with the Coach Education Development Officer to meet needs outlined in Cork clubs to help their development.
Finances	<ul style="list-style-type: none"> ● Monitor coaching hours and ensure that timesheets and expenses accurately reflect coaching services delivered ● Invoice schools for services delivered - this is done thru the Rowing Ireland Finance Officer ● Manage income and cost budget for delivery of Get Going Get Rowing (and all associated) programmes in Cork
Marketing, PR and sponsorship	<ul style="list-style-type: none"> ● Promote and increase awareness of rowing in the wider Cork community. ● Research, organise and, where appropriate, deliver relevant seminars/workshops for coaches, teachers, and any other stakeholders . ● Collate rowing participation material for inclusion in regular Cork Sports Partnership newsletter, quarterly updates to Get Going Get Rowing manager, and any ad hoc inputs required by the CEO ● Identify and secure, in consultation with the Get Going Get Rowing Manager, opportunities that present in the area of public relations and marketing for rowing participation and Rowing Ireland. ● Prepare regular press releases on upcoming events and successful achievements. ● Assist Get Going Get Rowing with social media communications and planning.
Health and Safety Management	<ul style="list-style-type: none"> ● Work with Get Going Get Rowing Manager to ensure all delivery adheres to best practice in health and safety ● Record any accidents and/or incidents and assist with investigation of the same. ● Communicate all results and recommendations arising from investigation of incidents/accidents. ● Ensure that all activities undertaken as an officer of Rowing Ireland are in line with appropriate codes and legislation.