

Position Details

Position	Director of Rowing
Award	Educational Services (Teachers) Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
POR Level	Level 2
Position reports to	Director of Sport
Direct reports	Rowing Co-ordinator(s) Rowing Coaches

Position Summary

The Director of Rowing is responsible to effectively and safely lead the Senior School rowing program. The role ensures the development of a high performing and inclusive program that fosters student growth, wellbeing and achievement.

The Director of Rowing has delegated responsibility for the efficient operation and team leadership of sport including staff management, competition planning, safety, compliance and community engagement. Teachers-in-Charge of sporting programs, through a greater understanding of the staff and students involved in the sport, will assist with the development of skills and abilities of both groups, develop crew camaraderie and ensure growth and development that will put them at the service of others in a community.

The Director of Rowing is a prominent leadership role within the School and the wider Victorian rowing community. Trinity Grammar has developed a proud tradition in rowing, supported by excellent resources, strong student participation, and a highly engaged parent community. The Director 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 Director of Sport.

Key Responsibilities and Duties

Team Leadership

- To exercise effective team leadership that underpins the organisational structure of the School
- 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 Trinity Grammar School crews reach their rowing performance potential
- Maintain cooperation with Rowing Victoria
- Ensure a balance between enjoyment and performance amongst all rowing crews, aligned to the School's Personal Best Wellbeing Program
- Lead and maintain a positive relationship with the rowing parent's committee (Cowey Club)

Administration & Program Management

- Work collaboratively with the Director of Business and the People & Culture team for the recruitment, employment and induction of rowing coaching staff
- Liaise with People & Culture and Payroll regarding the employment and remuneration of all rowing coaches
- Oversee the Rowing Coordinator/s to ensure they perform their duties and coordinate 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 with the Director of Business and Finance Team to identify means of maximising the effectiveness of the program
- Manage the purchase and security of all school rowing equipment and make recommendations to the Director of Business on budgetary matters.
- Plan and manage all aspects of rowing camps ensuring all logistical, risk and financial obligations are met
- Coordinate the logistics of trainings, regattas, and camps (including transport, Risk assessment, work health and safety, food and equipment)
- 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 program
- Encourage participation beyond schools, including high performance pathways and club rowing
- Communicate clearly with all sections of the rowing community (weekly updates)
- 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 Director of Sport with the strategic planning of the program within the overall sporting framework
- To organise coaching and training sessions for all age groups
- To oversee the organisation of Rowing in all regattas, inter school activities and tours
- To nominate senior students for School Colours
- To provide a TIC Report for the School Mitre each year, as well as the collation, proofing and submission of all articles and photographs relevant to the particular sport
- To act as the School representative on the relevant external Committees for Rowing and attend all relevant meetings

Risk Management & OH&S

- Maintain safety procedures, risk assessment and policies for all personnel involved in the sport
- Attend all water sessions and establish, monitor and maintain safety standards relevant to the sport
- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable via the schools procedures
- Read, understand and adhere to all Trinity Grammars Risk, OH&S and Child Safety guidelines and policies

General Responsibilities

- To ensure that appropriate supervision is provided at all times during trainings and events, and to arrange supervision in the event of a coach being unavailable
- To provide new parents and students with appropriate program and induction information about the sport
- To take initiatives communicating with parents
- To advise the Deputy Principal, Head of Senior School and Director of Sport on all significant matters
- To update the School Community on regatta results
- Act as an excellent role model for students, colleagues, and parents; always representing the School in a positive and professional manner
- Attend School and Senior staff meetings as required
- Demonstrate a commitment to one's own professional learning, including undertaking regular professional development activities in relation to the requirements of this role

Current Rowing Skills & Experience

- Level 1 Coaches Accreditation (or equivalent)
- First Aid Certificate (including CPR)
- Current Victorian Drivers Licence with the ability to tow a boat trailer
- Light Rigid Bus Licence
- Boat License
- 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.
- Demonstrated strong pastoral care interest in all students
- Demonstrated ability to relate to parents and community and to build effective relationships

- Demonstration of a strong background in working in sport to achieve outstanding results

Personal Qualities

- Ability to build strong connections with students
- Capacity for knowing students and associated needs
- Ability to foster student leadership and growth
- Collaborative leadership approach
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has good professional integrity

Our Values

- Truth – seeking understanding.
- Courage – being our best selves.
- Community – connecting and learning together.
- Service – putting others first.

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.



Director of Rowing Position Description

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures.

Approval

Developed by	Office of People & Culture
Approved by	Director of Business
Approval date	July 2025
Next review date	July 2028