



Position Description

Position Title	Coordinator - Rowing Program
Department	Corporate – Sport Department
Reports to	Director of Sport
Direct Reports	Director of Sport, Assistant Director of Sport, Girls & Boys Sport Coordinator
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The Rowing Coordinator leads, plans, and oversees the Rowing Program at St Peters Lutheran College, including the implementation of the rowing training program and structure for students.</p> <p>This is an exciting role for a Rowing Coordinator who will contribute to the success of St Peters Lutheran College.</p> <p>Working under the broad supervision of the Director of Sport, you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>
Key Accountabilities	<p>Student and Staff Leadership</p> <ul style="list-style-type: none">• Lead the efficient and effective operation of the St Peters Lutheran College Rowing Program, enabling students and coaches to maximise their potential and performance within the Rowing Program.• Develop and review the strategic plan for the Rowing Program in consultation with the Director of Sport and relevant stakeholders.• Be a direct people manager for all Rowing Coaches• In collaboration with the Senior Rowing Coaches, develop, implement, and review structured long-term seasonal competition and coaching programs that supports access, participation, competition opportunities and success for rowers of all abilities.• Attract, source and retain quality Coaches.• Identify, oversee, and enable the professional development needs of staff involved in the Rowing Program.• In consultation with the Boys/Girls Sport Coordinators, plan, organise and facilitate training sessions, camps, regattas, and interstate trips and communicate the calendar of events to the St Peters community.



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- Ensure an accurate record the attendance of Rowers for training sessions, camps, and regattas.
- In consultation with the Director of Sport and the Director of Finance and Business Services, assist with program's budget preparation, management, and reporting, including sourcing and purchasing equipment for the St Peters Rowing Program.
- Attend Regattas for Brisbane Schoolgirls Rowing Association (BSRA) and South Queensland All Schools Rowing Association (SQASRA) and attend QLD State School Rowing Championships (if St Peters students qualify)
- Provide regular reports of relevant metrics to the Director of Sport. For example, reports on Coach performance, student numbers and performance, Health and Safety matters and post-season annual review.
- Manage the St Peters boat fleet, organising any required repairs, maintenance or movement.
- Other duties as determined by the Director of Sport, Deputy Head of College and/or the Head of College, including assisting at other sporting events throughout the year as required.
- Stakeholder and client relations Lead and maintain positive relationships with the relevant parties associated with St Peters Rowing, including the Rowing Parent Support Group (PSG) and Rowing QLD/Australia staff.
- Facilitate constructive channels of communication with rowers, coaches, parents and staff.
- Manage complaints and disputes in accordance with College policy.
- Ensure that rowers and their families are informed of relevant competition, selection and logistical arrangements for regatta participation in a timely and when required, sensitive, manner.
- Attend PSG meetings as the St Peters Representative, providing guidance in plans to fundraise and promote the program.
- Liaise with PSG to arrange diet requirements and transportation for Rowers for training, camps and regattas.
- Represent St Peters Rowing in the wider community including at BRSA's and the SQASRA's meetings/functions.
- In consultation with the Director of Sport and the PSG, assist in the organization of the end of season function.

Coaching Leadership

Lead and undertake Coaching to support the program, where required. Such as:

- Coach various crews at training and competitions across training sessions and competition day(s).
- Oversee the trials and selection process for all crews and Coaches.



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	<ul style="list-style-type: none"> • Provide direction for the Head Coach and other coaches to deliver a season program. • Direct supervision and responsibility for students and Coaches. • Facilitate and execute training sessions and competition day(s), including competition strategy. • Provide a safe, supportive and friendly environment for Students and Coaches. • Uphold standards and boundaries required for student safety and wellbeing, escalating any potential or known risks. <p>All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour</p> <ul style="list-style-type: none"> • Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos <ul style="list-style-type: none"> ○ Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required ○ Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication • Uphold Code of Conduct and Valuing Safe Communities standards • Health and Safety: <ul style="list-style-type: none"> ○ Take reasonable measures to protect their own health and safety and others ○ Follow all reasonable Health and Safety policies, guidelines and directions ○ If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members. • Understand and uphold standards in policies and other reasonable directions as directed • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement • Actively and effectively participates in reasonable directions provided
Key Relationships	External: BSRA Member School; QLD Rowing
Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and qualifications</p> <p>SC1:</p> <ul style="list-style-type: none"> • National Coaching Accreditation (Level 2 or higher)



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	<ul style="list-style-type: none"> Boat License (RMDL) <p>Knowledge, skills and capabilities</p> <p>SC2:</p> <ul style="list-style-type: none"> Strong knowledge of and experience in rowing and rowing training principles, rules and methodologies. Demonstrated ability to develop, manage and lead an effective school Rowing program to enable coaches and students to achieve their best and develop their potential. Ability to strategically plan, monitor and evaluate Rowing programs and to prepare and implement a program budget. Demonstrated skills and success in coaching and developing junior rowers. Proven leadership and decision-making skills End to end season experience managing both the athletes/crews and the Coaches. Thorough understanding of the requirements and motivators of school aged athletes and coaches Excellent interpersonal and communication skills (verbal and written), including ability to give and receive constructive and professional feedback to both students, Coaches and stakeholders. Excellent time management and organisational skills. Ability to establish and maintain professional relationships with employees, students, caregivers and represent the College professionally on site and at other venues. Demonstrated competency across student wellbeing and safety. <p>Personal capabilities</p> <p>SC3: Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> <p>SC4: Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p>Christian Ethos</p> <p>SC5: An understanding of, respect and demonstrable support for the College's Christian ethos.</p>
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Job Details	
Position Status	2-year tenure - Maximum Term, Full Time or Part Time
Hours of Duty	Full time – 38 hours per week Part time – to be determined
Classification	To be determined (plus Superannuation, plus weekend and penalty rates applicable)



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Annual Salary	<p>To be determined with the successful applicant dependent on qualification and experience.</p> <p>Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.</p>
Superannuation	12.75% employer contribution from 1 July 2025
Location	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068</p> <p>Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.</p> <p>All employees may be required to travel to different locations to fulfil the requirements of their position. This includes training sessions and competition day(s) held in different locations and on premises owned by external parties.</p>
Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p>



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	Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

4 December 2025