



POSITION Description



Coordinator of Rowing

Accountable to:	Principal
Line Manager:	Head of Sport
Direct Reports:	Head Coach and Boatshed Manager Rowing Support Officer Rowing Coaches
Tenure:	September 2026 – July 2028 (extension or renewal to be negotiated with the Principal)
FTE:	1.0
Hours:	An average of hours per week, varying each term
Classification:	Educational Services (Schools) General Staff Award 2020 Level 6.1 – Instructional Services Grade 5

POSITION SUMMARY

The Coordinator of Rowing shall be responsible for the overall planning, management and implementation of the College's entire Rowing program. Whilst attention should be devoted to the Seniors program it is also essential that all levels of athletes are also developed to ensure the long-term success of the program.

A major part of the role will involve overseeing the performance and development of coaches within the program for rowing. It is expected that all coaches will work as part of a coaching team. Coaches should be guided in all decision making by what is best for the safety, wellbeing and development of the individual and the improvement of the rowing program.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional learning, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

DUTIES AND RESPONSIBILITIES

Leadership

- Provide strategic leadership for the College's Rowing Program, including the development and implementation of a long-term strategic plan that promotes high performance, student engagement, and program growth
- Lead and develop a written crew selection policy relevant to the Rowing Program and ensure that members of the Rowing Program – students, coaches and parents – are conversant with the terms and implications of the crew selection policy
- Foster a culture of collaboration, mutual respect, and professional excellence by role modelling the College's standards and supporting a learning and sporting environment with high expectations for behaviour and effort
- Build strong professional relationships across the College and with external stakeholders and support colleagues through mentoring and collaborative engagement
- Increase student participation in rowing and lead initiatives that promote and grow the program within the school and wider community
- In consultation with the Marketing and Communications Manager, promote rowing across the College and broader community, encourage participation in the College's Scholarship Testing Program by raising awareness of rowing opportunities, and assist with the coordination of international rowing tours
- Recruit and appoint coaches at the beginning of each season
- Ensure all coaches meet minimum accreditation and compliance standards, including organising required training and professional learning (i.e. First Aid and Marine Licence certification), and maintain an up-to-date register of all coaches' qualifications
- Conduct weekly well-being check-ins with coaches and offer coaching support where needed
- Cover sessions if a coach is absent and no replacement is available
- In consultation with the Head Coach and Boatshed Manager, plan and manage the full-season rowing calendar—including training, events, regattas, and camps—and ensure the boat maintenance and replacement plan is developed and adhered to

Regatta, Camps & Events

- Attend and supervise at all major regattas, training camps, and scheduled rowing events; assist with Boatshed supervision
- Provide timely and detailed regatta information to parents and students as schedules are released by Rowing Victoria
- Coordinate all logistics for regattas (local and national), including travel arrangements, boat transport, catering, and parent communications
- Oversee the planning and delivery of rowing camps, including catering, logistics, and supervision
- Support crew selection in line with the published policy
- Oversee the implementation of training programs
- Manage weekly crew combinations for Junior and Intermediate squads during Term 4 and camps and communicate changes with students and coaches

Committees and Meetings

- Attend Rowing Parents' Committee meetings and collaborate to support the program
- Attend all BAS Rowing meetings and liaise with local, state, and national rowing associations to ensure strong links and use of best practice methods
- In consultation with the Events Coordinator and Friends of Rowing (FOR), coordinate key annual events including the Opening Season Breakfast, New Families Information Night, and community/fundraising events

Administration

- Conduct sign-up meetings and other recruitment initiatives for prospective rowers
- In consultation with the College Operations Officer, maintain up-to-date risk assessments and ensure PAM (Parent Access Module) permissions are completed
- Actively manage and maintain all rowing communications with families via email, Team App, and the SPC Rowing Facebook page to share updates, celebrate achievements, and provide calendar updates and announcements to the rowing community
- Collate and submit the end-of-year report for inclusion in the College Annual
- Create and distribute an annual Rowing Handbook with program details, schedules, policies, and expectations for families
- Manage purchase orders for all items and services required by the rowing program

In addition to the core duties of the role, the following responsibilities apply to all employees of the College:

Policies and Procedures

The Coordinator of Rowing will manage and document all related policies and procedures to ensure they meet current legislative requirements, are aligned to the identified strategies of the College and will ensure all policies and procedures are reviewed within set parameters.

Child Safety

The Coordinator of Rowing will comply with the school's child-safeguarding policy and code of conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Coordinator of Rowing will work collaboratively with the Principal and the Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards

Occupational Health and Safety

The Coordinator of Rowing will contribute, as required to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

Risk Management

The Coordinator of Rowing will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

Other Duties

The Coordinator of Rowing will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

EXPERIENCE AND QUALIFICATIONS

- Interest in the wellbeing and/or pastoral development of boys
- Relevant and current coaching accreditations
- Current First Aid qualifications
- Demonstrated experience in managing, mentoring and developing staff
- Attendance at appropriate professional development activities

KEY SELECTION CRITERIA

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Understanding of and demonstrated commitment to the Catholic ethos and tradition of the College, and its Four Pillars – Faith, Tradition, Excellence and Joy.
2. Capacity to develop and articulate a vision and direction for this position which aligns with the Strategic Plan of St Patrick's College, and to lead the implementation of that vision during the tenure of the role.
3. Demonstrated experience and success in managing an extensive Rowing, sporting or recreational program. In particular, demonstrated ability to manage teenage athletes, coaches, volunteers and inexperienced staff.
4. Demonstrated networks within regional Rowing.
5. Demonstrated experience and capacity to work as part of a team of staff and lead them constructively in their work.
6. Demonstrated capacity to respond and lead in the areas noted in the Duties and Responsibilities set out in the position description above.