



NRC and Safeguarding Co-ordinator

Location: National Rowing Centre, Farran Wood, Cork, Ireland

Contract Type: Full-time

Role: NRC and Safeguarding Co-ordinator

About Us

Rowing Ireland is a membership organisation funded by Sport Ireland. We are responsible for the development and participation of flat-water, coastal, and indoor rowing across Ireland. Our work spans from grassroots engagement to the training and selection of rowers and crews representing Ireland on the international stage. At the core of our organisation are Rowing Ireland Affiliated Clubs (referred to as 'Clubs'), which form the backbone of our community. We are dedicated to ensuring the continued growth and success of the sport, from encouraging participation at the local level to achieving podium success at the Olympic Games.

Our **Strategic Plan 2024-2029** is built upon four key pillars:

1. **Participation:** Driving growth in rowing across all demographics, promoting inclusivity, and ensuring accessibility to the sport at all levels.
2. **Performance:** Enhancing the pathways to elite success, supporting athletes, coaches, and teams to achieve their highest potential.
3. **Sustainability:** Building long-term resilience for the organisation and its Clubs, ensuring financial and environmental sustainability.
4. **Collaboration:** Strengthening partnerships and fostering connections within the rowing community and with external stakeholders.

Rowing Ireland is seeking a **highly motivated and organised individual** to join our team as a **NRC and Safeguarding Co-ordinator** based at the National Rowing Centre (NRC). This role will primarily support the smooth running of administrative processes, contribute to the overall success of Rowing Ireland's national rowing programs, and oversee safeguarding duties to ensure the welfare of athletes and stakeholders.

Summary

This role will support the administrative and operational needs of the National Rowing Centre, ensuring smooth facilities management, effective communication with stakeholders, and event coordination. Additionally, the successful candidate will act as the **NRC and Safeguarding Co-ordinator**, ensuring the highest standards of child protection, athlete welfare, and compliance with safeguarding regulations within Rowing Ireland's activities.

Key Responsibilities

Facilities Management

- Oversee the day-to-day operations and maintenance of the NRC, including cleanliness, upkeep, and repair coordination.
- Manage relationships with vendors and contractors, ensuring timely maintenance and repairs.
- Maintain inventory and procure necessary supplies and equipment for the NRC facilities.
- Ensure compliance with health and safety regulations and maintain appropriate records.
- Develop and implement clear SOPs for NRC services, including booking systems and vendor processes.
- Maintain the on the water equipment such as launches with a maintenance log.

Administrative Support

- Provide administrative assistance to the Finance and Operations lead and other relevant staff members.
- Handle day-to-day administrative duties, including phone calls, emails, and correspondence.

Communication and Stakeholder Management

- Respond to inquiries and provide information to athletes, coaches, and other stakeholders regarding training schedules, events, and facility usage.
- Collaborate with departments and staff to ensure effective communication and coordination of activities.
- Build and maintain relationships with external stakeholders, such as clubs and governing bodies.

Safeguarding Officer Responsibilities

- Act as the designated Safeguarding Officer for Rowing Ireland, ensuring compliance with national safeguarding policies and legislation.
 - Implement and monitor safeguarding policies and procedures across all Rowing Ireland activities.
 - Provide guidance, advice, and support on safeguarding matters to athletes, staff, and clubs.
 - Conduct safeguarding training sessions and workshops for clubs and staff to promote awareness and compliance.
 - Investigate and address safeguarding concerns or incidents, maintaining confidentiality and acting in line with Rowing Ireland's policies.
 - Maintain safeguarding records and provide regular reports to senior management.
-

Requirements

- Qualifications in administration, sports management, safeguarding, or a related field are a plus.
 - Proven experience in administrative roles, preferably in a sports or event-related environment.
 - Experience or training in safeguarding and child protection is highly desirable.
 - Strong organisational and time-management skills, with the ability to multitask and prioritise.
 - Excellent interpersonal and communication skills, with the ability to work collaboratively and independently.
 - Proficient computer skills, including Microsoft Office Suite and database management.
 - Flexibility to work occasional evenings and weekends during peak event periods.
 - Strong attention to detail and accuracy in data management and record-keeping.
 - Have a level three sport Ireland safeguarding certification or be expected to obtain this certification.
-

Salary and Benefits

- Competitive salary
 - Flexitime schedule, with the potential for evening and weekend availability during events
-

Application Process

To apply, please submit your **CV and cover letter** clearly outlining your relevant experience and your strategic vision for this role to our recruitment partner Conor Harty at rowingirelandjobs@hartyvirtualhr.ie by **5:00 p.m. on Tuesday 20th May 2025**.

Rowing Ireland is an equal opportunity employer, committed to equality and diversity. Applications from all suitably qualified candidates are welcomed.