

St Hugh's Boat Club Head Coach

Job Description

1. **Job title:** Head Coach
2. **Hours:** 30% of FTE, 500 Hours Annually, to be worked primarily during Oxford University term times.
3. **Salary:** Grade 7, £39,741.00-£48,204.00 FTE inclusive of Oxford University Weighting
4. **Reports to:** Domestic Bursar with a dotted line to Boat Club Senior Member
5. **Direct reports:** Assistant Coaches, employed on a casual basis
6. **Job summary:** Head rowing coach responsible for the sporting performance of the club and student engagement and development.
7. **Key relationships:** Boatman, Boat Club President and Captains, Boat Club Committee, Boat Club Alumni, OUBC Coaches, Other College Boat Club Coaches and Boatpeople, St Edwards School Boatman.
8. **Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

Most recent positions in Oxford bumps competitions

	Men		Women	
	Torpids	Eights	Torpids	Eights
1st VIII	Division II	Division II	Division II	Division III
2nd VIII	Division V	Division VI	Division IV	Division V

St Hugh's Boat Club (SHBC), affiliated with St Hugh's College, Oxford is currently a midfield college rowing club consisting of novice and experienced rowers, a handful of which progress to Oxford University Boat Club (OUBC) after having learnt to row with SHBC. The club regularly fields at least two men's and two women's boats in major [bumps competitions](#). Generally, a further 2 boats attempt to qualify. In recent years five boats have been competing each year.

The club is going through a transformation towards professionalisation, with significantly increased alumni support and college backing. The ambitious long-term aim is to see the 1st Vlls return to division I in both Torpids and Summer Eights bumps competitions. For the women's 1st, this would mark a return to the successful days of the eighties and late seventies, whilst for the men's 1st this would be the first time ever entering the top division.

St Hugh's College is one of the largest Oxford colleges, with more than 800 students providing a large pool from which to draw members of the club. The primary criterium for success is to have an ever-increasing number of students enjoy the sport, at whatever level is appropriate for them. An effective and engaging recruitment strategy is therefore often at the top of the list of priorities for the committee. Along with the development of the club, the continued professional development of the head coach will be a priority for SHBC, for which reason a multi-year contract is being offered.

The club rows from a modern boat house on 'Boathouse Island' in Christ Church meadow on the River Thames ('Isis') in central Oxford, and can make use of the boating facilities of St Edwards School in Wolvercote where use of our coaching launch is permitted. Students row in a large and continuously modernised fleet of eights, with additional coxed fours, pairs, doubles and singles available for training or external racing. Boathouse equipment, including a set of 10 ergometers, is maintained by a professional boatman. The college gym contains a set of 6 ergometers and some basic weight-training facilities.

The college and boat club are looking to professionalise the coaching provision to achieve the goals of the club and ensure that rowing remains a safe and enjoyable pursuit for members.

The majority of hours will be during Oxford University term times. During this time, the coach will be expected to deliver, on average, 7 sessions a week, and work during internal and external regatta days. During term time, an estimated 20 hours will be required per week. It is expected that a large focus will be on the 1st Vlls, particularly during regatta season, but the exact split is left at the discretion of the post-holder. Water sessions typically occur on early weekday mornings and weekends, though may move to weekday afternoons where possible.

9. Main Responsibilities

- Direct a programme aimed at improving the medium-term performance of the club as a whole, and furthering the development of individual athletes.
- Recruit, appoint, supervise, train and manage a team of assistant coaches which shall be employed by the college on casual terms of engagement.
- Develop an inclusive yet performance-oriented club culture through a clear coaching philosophy.
- Select crews for racing, whilst striking a balance between rewarding and encouraging long-term commitment and ensuring competitive racing crews.
- To act as the club's Rowing Safety Adviser as defined by British Rowing, acting as the club's key figure on decisions and queries related to safety, including dynamic assessment of risks and adherence to applicable regulations. This responsibility extends to the indirect supervision of athletes and assistant coaches.
- Specific tasks to achieve the mission outlined above include but are not limited to;

- Setting training and commitment expectations for 1st, 2nd and 3rd boats.
- Managing the balance between academic commitments and training load on athletes.
- Taking suitable measures and providing advice to avoid illness and overuse injuries.
- Setting a year-long training plan focussed on preparation for Summer Eights, including summer and vacation training, which account for testing, racing, and variable access to facilities during term breaks.
- Motivating athletes to commit to the training plan and monitoring completion thereof.
- Planning training sessions, both on and off the water including those conducted by assistant coaches.
- Ensuring that planned training sessions are organised by club captains in advance.
- Preparing alternatives to normal water outings during adverse weather periods, which may include: strength and conditioning, technical tank sessions, coached ergometer sessions, and rowing at locations not affected by stream.
- Selecting crews for racing, and pre-selecting squads competing for seats at the beginning of term to ensure reasonably consistent lineups during training. Dynamically adjusting squads throughout term, if necessary, based on selection criteria, including commitment.
- Defining clear selection criteria and a technical model outlining desired rowing style.
- Setting an external racing schedule together with club captains.
- Coordinating logistics for rowing, both training and racing, outside of Oxford and delegating these responsibilities to captains or assistant coaches where desirable.
- Defining desired rigging once crews become consistent, and communicating this to the boatman.
- Developing a pathway for talented and particularly motivated athletes to break into the OUBC squads and preparing them for trialling for the Boat Races. It is expected that this will be accomplished in part by building good working relationships with OUBC coaches to understand their needs and expectations.
- Acting as a first level of support in the event of disputes or raised welfare issues within the boat club, with support from the college's Welfare and Disciplinary system.
- Remaining in close contact with the boat club president and captains both to set goals and continuously evaluate whether these are being achieved.
- Remaining in close contact with the Boatman, particularly for rigging and equipment related matters.

10. Selection criteria

Essential

- Previous competitive rowing or coxing experience, which may include Division I or II college rowing experience.
- Experience of coaching rowing in higher education.
- A desire to lead a programme, setting expectations in pursuit of the short and long-term aims of the college and boat club.
- Exceptional and inspirational leadership skills, a passion for rowing, and an ability to motivate athletes across all levels of ability.
- Strong organisational skills, and the ability to set a high standard of organisation amongst club officers and assistant coaches.
- Analytical skills and technical knowledge to select crews in a fair and empirical manner, and the desire to take ownership of these selections.

- British Rowing Level 2 Coaching Qualification or above. May be acquired before the start of Michaelmas term 2025.
- RYA level 2 Powerboat qualification – or equivalent. May be acquired before the start of Michaelmas term 2025.
- First Aid qualified, or willing to complete qualification at the earliest opportunity.
- A desire to progress their own coaching career by continuously developing skills, either through attendance of courses or through exchanges with more experienced coaches.
- Ability to build good working relationships with key stakeholders.
- Strong problem-solving skills.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.

Desirable

- British Rowing Level 2 Strength and Conditioning qualification – or equivalent. Alternatively, a strong desire to complete this qualification in post is also desirable.
- British Rowing Level 3 Coaching Qualification. Alternatively, a strong desire to complete this qualification in post is also desirable.
- Experience with beginner level through to club level coaching.
- Evidence of progression in coached athletes, particularly in a university setting.
- Experience designing integrated training programmes which are consistent across the club but scaled towards the needs of different squads.
- Familiarity with Oxford college rowing.

Benefits & other information

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.

- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.
- British Rowing Coach Membership

How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: 1st of August 2025

Interviews: Between August 8 and August 14, 2025, unless mutually agreed otherwise.