



Job Information Pack

Active Row London SEND and AP Programme Manager

Thank you very much for your interest in applying for this role. Here is a message from Matt Rostron, CEO of London Youth Rowing:

“London Youth Rowing has achieved a great deal since it was formed and launched in 2005. It has worked with hundreds of schools and partner organisations, received a huge amount of financial and operational support over the years, ran exciting National events and attracted support of organisations like us from around the world and had an impact on the lives of many thousands of young people too. All of that has only been possible by the amazing, inspirational, and talented coaching staff that we have been incredibly lucky to employ and work with since we started over 15 years ago. This is an incredible opportunity to join that team at an extremely exciting time for the organisation and work with fantastic schools and teachers and have a positive impact on the physical and mental well-being of young people across London and in other parts of the UK too.”

This job information pack is designed to give you an insight into LYR, our work, and the role we are recruiting for. Included in the pack is:

- an introduction to LYR
- a job description
- a person specification
- guide to applying for the job





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Introduction

London Youth Rowing (LYR) was founded in 2005 and is based in East London but now has locations across London as well as Yorkshire, Nottingham, Bristol and Kent. LYR believes in sport, specifically rowing, for social change and uses rowing to empower young people to aspire, believe and achieve. We collaborate with schools and communities across London and in 2021 we launched our first major programme outside London, in Leeds. We have a team of over 20 full time employees, combining our coaching team, apprentices, and office staff with dozens of session coaches.

You can find out more about LYR on our website: <https://www.londonyouthrowing.com/>



What do we do?

LYR's impact and scope is wide and varied. We provide opportunities for young people from disadvantaged areas to experience the benefits of rowing through our range of coaching, inclusion, and health programmes. LYR creates opportunities and an environment for young people to fulfil their potential and experience success. You can find out more in the latest [LYR Annual Reviews](#).

What are you applying for?

You will find in this pack a job description for the role we are recruiting for along with the person specification which highlights the specific skills, qualifications and experience required for the job.

Equality Statement

London Youth Rowing recognises the positive value of diversity, promotes equality and challenges discrimination. We particularly encourage applications from people that have experience of working in the areas where we operate and from disabled candidates, female candidates, and candidates from ethnic minorities, as we work extensively with young people from these backgrounds and these groups are underrepresented in sports organisations and the charity sector.

Safeguarding Statement

LYR uses sport to engage & inspire young individuals to achieve their potential. Protecting children and adults at risk from harm and promoting their wellbeing is fundamental to achieving this mission. All successful applicants will be required to complete a DBS check before starting their new role – as per the NSPCC safer recruitment guidelines.





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Job Description

Role: Active Row London SEND and AP Programme Manager

Responsible to: Emily Coe, LYR Programme Director

Pay and Hours

This is a full-time role with a salary between £25,000 - £28,000 depending on experience. LYR operates on a 4-day week. The working days are either Monday to Thursday or Tuesday to Friday typically with at least one evening a week and occasional weekends/events throughout the year. Days in lieu of working additional hours will be arranged and agreed with your managers.

Role Purpose

Active Row (AR) is LYR's flagship school engagement programme. The programme aims to engage participants from a range of different backgrounds, introducing them to the sport of rowing, tackling inactivity, building Life Skills and improving wellbeing. The programme currently runs across London, Nottingham, Leeds Bradford and Wakefield and Kent, with Bristol becoming our newest location. Schools are provided with coaching and equipment to run indoor rowing clubs through the winter and on-water rowing in the spring and summer.

This role is based in London and will be responsible overseeing the SEND/AP branch of the Active Row programme. This will include managing the relationship that LYR has with the local schools and organisations at every level, as well as liaising with stakeholders in the programme. The role also includes delivering sessions and co-ordinating and recruiting a team of volunteers to help you with session delivery, working with local Universities and rowing clubs. You will often be working independently and remotely but need to maintain good, strong communication with your coaching team and support your colleagues closely both mentally and practically.



While in this role, you will consistently be working and focusing on your own development and experience as a coach and programme lead within the world of rowing and grassroots sports. While in this role, you will have the chance to shadow peers, have mentors within your team, and have support of your line manager and coach developer. Your development is at the heart of the



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programme, supported by your colleagues and using the framework of opportunities that Lyr will offer, you will be responsible for making the most of your journey with Lyr.

Performance Standards

Managing the SEND/AP branch of Active Row

- Liaise and maintain a relationship with stakeholders including universities and watersports clubs
- Represent the core values and message of Lyr
- Provide regular updates and written reports for Lyr management and programme funders on the progress of the Active Row programme with SEND/AP partners, supported by a member of Senior Management Team
- Research and write case studies, supported by other staff, demonstrating the impact of the Active Row SEND/AP programme
- Co-ordinate, train and support any session coaches and/or volunteers that support on programme delivery
- Establish any opportunities to expand and develop the programme
- Undertake general administrative tasks and training



Managing Schools and establish indoor and on water activity

- Recruit and maintain the participation of at least 10 schools in the programme, with high levels of pupil premium
- Oversee the relationship between Lyr and the schools/organisations and other partner groups
- Manage the expectations of programme participants and ensuring that the terms of the contract are met, particularly around the usage and servicing of Lyr equipment
- Engage the schools and organisations you work with in all the events the Lyr request that they attend
- Collect and complete data and registers for all sessions taking that take place as part of the programme
- Organise small scale internal and local events for groups to take part in
- Evaluate and reporting to your managers the quality and condition of the relationships you are managing on a regular basis
- Grow and promote an Lyr Community Open Club as a way of providing recreational rowing opportunities
- Deliver professional development sessions for teachers and schools to develop their rowing knowledge

Coaching Sessions

- Plan and prepare sessions for participants of various skill and ability
- Engage participants in safe and fun sessions
- Build SEND and AP participation
- Monitor and record all the necessary data for sessions
- Evaluate and report on the progress of participants and sharing feedback with them directly as well as with the group leader and your managers



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- Report any incidents, damage or safeguarding concerns using the correct channels
- Lead sessions both on land and on water



Developing Yourself

- Manage your attitude and expectations
- Organise yourself and developing a routine that will help you thrive
- Communicate clearly with your colleagues and managers
- Engage fully in the opportunities that are provided, and completing all the necessary training and qualifications required for the role
- Plan and shape a development plan that you are passionate about
- Report and communicate openly and honestly with your managers on your complete experience and journey

Benefits

- Enrolment into LYR pension scheme, with the People's Pension (subject to meeting qualifying criteria)
- 20 days' holiday per year plus 4 company gift days (2 during summer and 2 during the Christmas holidays)
- Travel expenses

Person Specification



independently and remotely

Abilities, skills, and knowledge

- Ability to make sensible decisions
- Willingness to apply yourself
- Committed to developing yourself
- Capable adapting to changing environments and situations
- Skilled at communication, time management, and teamwork
- Holds a current and valid driving licence



Experience

- Previous experience of co-ordinating or leading a programme
- Experience of working both independently and as part of a team
- Rowing experience and holds or be prepared to complete a L2 Rowing Coach qualification
- Understanding and experience of using technology
- Previous experience of working



Personal attributes

- Enthusiastic approach to working with young people who face barriers to participation and physical activity
- Passionate and spirited
- Proactive and pragmatic approach
- Open minded and considerate
- Supportive and helpful
- Engaging
- Professional
- Approachable and accommodating
- Observant
- Confident



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How to Apply

To apply for this role, you should submit:

- An updated CV which shows your full career history with any breaks explained, we recommend that this is no longer than three pages.
- A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this role and how you fulfil the person specification, again we recommend that this is no longer than two pages.

Please submit the documents via email to Bobbie Morgan, Head of Operations:

bmorgan@londonyouthrowing.com

If you apply, we will aim to acknowledge your application within 24 hours of receipt. If after that time you have not heard from us, please telephone the LYR office (0203 434 0990) to ensure that it has arrived. Using a secure email address and putting the job title/organisation in the subject line reduces the chances of any email going into spam.

More Information

Thank you for taking the time to read this job information pack, we hope that you have found it useful. If you are interested in applying and have questions about the role you would like to ask first, please send an email to bmorgan@londonyouthrowing.com with the job title/organisation in the subject line and we will get back to you.

