



ST MARY'S  
COLLEGE

# APPLICATION PACKAGE

ROWING COORDINATOR





Catholic  
Education  
Tasmania

Student Focused  
Christ Centred  
Learning for Life

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

# Rowing Coordinator

## Position Description

### College Environment

St Mary's College, Hobart is a Catholic school providing education Girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: *In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society.* The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

### The Role

The Rowing Coordinator is responsible for the organisation and facilitation of the St Mary's College rowing program. The role entails coordinating student rowers and rowing related activities as well as the administration of all aspects of the rowing program in order to maximise the contribution of the sport of rowing to the quality and holistic Catholic educational experience provided by St Mary's College.

At all times the Rowing Coordinator is required to maintain and adhere to the strictest standards of occupational health and safety and comply with College policies and procedures.

### Key Responsibilities and Accountabilities

- Implement appropriate measures to ensure the safety of student rowers and others involved in the College rowing program at all rowing activities and events, including supervision, first aid and communication etc.
- Recruit, allocate, support and liaise with coaches, assistants and parent liaisons.
- Coordinate and attend all rowing events (regattas, camps, training, blessings, introductions, safety and training), assuming duty of care of students.
- Assign students to teams and coordinate entries.
- Liaise with Boat Shed Manager and Director of Business and Operations regarding equipment and facilities.
- Manage boat allocation and handling in consultation with coaches and partner colleges.
- Manage issues that arise during the season with students, parents and volunteers.
- Organise coaches' appreciation gifts.
- Maintain Rowing handbook and review annually.
- Communicate relevant information with the Principal's Office, Business Office and Community Relations Office.
- Collaborate with the Senior School Sport Coordinator.
- Ensure all student rowers have successfully completed, within the current rowing season, the swimming safety test prior to participating in any aquatic based rowing activity.
- Record and maintain WWVP details of all non-staff SMC officials.

### Essential requirements

- At commencement of position hold current *Working with Vulnerable People* registration.
- Prior to commencement provide a current National Police Check or complete and submit relevant paperwork for a check to be conducted.
- Current CPR and first aid qualification.
- Drivers Licence.

## Selection criteria

- Willingness to support the Catholic ethos of the College.
- Good inter-personal and communication skills, including the ability to be able to communicate effectively with staff, students and parents and resolve complex issues.
- Capacity to work individually and as a member of a small team with general direction and taking responsibility for outcomes, using own discretion and judgement and organising and prioritising workload.
- A thorough understanding of St Mary's College policy and wider health and safety practices as they apply to rowing.
- Capacity to support the overall direction of the College and promoting rowing within that.
- Capacity to engender enthusiasm, equality, a sense of fair play and foster a lifelong love of physical activity.

## Additional Position Information

Start date:	As soon as possible
Tenure:	Ongoing .3 FTE, (Flexible hours, averaged over the year to approx. 12 hours per week)
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	In negotiation with the Principal as per the Tasmanian Catholic Education Single Enterprise Agreement 2018

## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Applications must include:

### Final Checklist for Applications

- Introductory cover letter stating why you wish to work at St Marys College and what you can bring to the role.
- A current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. Ensure the names and contact details of two recent referees.

Your application is to be submitted via the St. Mary's College website by clicking on the "**online application form**" link.

<https://www.smc.tas.edu.au/employment/>

**CLOSING DATE FOR APPLICATIONS: Wednesday 1 May 2024 at 12.00pm**

### Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Coordinator on (03) 6108 2560 or [hr@smc.tas.edu.au](mailto:hr@smc.tas.edu.au)

**Interviews** - The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.

**Confidentiality** - Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.