



Volunteer & Workforce Development - Delivery Lead

Job Description

January 2026

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Job Title:	Volunteer & Workforce Development - Delivery Lead
Directorate:	Development Directorate
Reports to:	Head of Volunteer & Workforce Development
Responsible for:	Contractors: Online Tutors, Workforce Educators, Workforce Developers
Place of Work:	Hybrid - Hammersmith
Contract Type:	Permanent - Full time

A bit about the role

British Rowing's workforce of tutors, educators and volunteer developers play a vital role in delivering the training and development programmes that support our clubs, coaches and volunteers. The Volunteer & Workforce Development – Delivery Lead ensures that this delivery is consistent, well organised and aligned with our long-term strategy.

This is a role for someone who is highly organised, builds strong relationships and takes pride in ensuring high-quality delivery at scale. You will use data to identify hotspots of demand and areas of need, develop a rolling 12-month calendar of activity, and coordinate our contractor workforce so that the right offers are in place at the right time.

Working closely with the Head of Volunteer & Workforce Development, the Head of Qualifications and Training Development and colleagues in the membership and safeguarding teams, you will be central to ensuring our learning and training programmes are delivered efficiently, consistently and to a high standard.

Responsibilities

- Coordinate the delivery of British Rowing's learning and training programmes through a network of contractors and workforce educators.
- Ensure delivery is aligned with organisational priorities and the programmes designed by the Head of Volunteer & Workforce Development and Head of Qualifications & Training Development.
- Develop and maintain a rolling 12-18 month calendar of courses, workshops and development activity, ensuring members and clubs have visibility and confidence in the offer.
- Use data and insight to identify hotspots of demand and ensure delivery capacity is targeted where it will have the greatest impact.
- Build and maintain strong relationships with contractors, educators and regional partners, ensuring delivery is responsive and effective.
- Put in place clear quality assurance and enhancement processes and take action to maintain standards of delivery when required.



- Monitor delivery performance, gathering feedback and reporting regularly on progress, uptake and impact.
- Ensure good record-keeping, scheduling and reporting to support transparency and effective planning.
- Represent British Rowing positively with clubs, regions and community partners, building confidence in the quality of our workforce support.

This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time.

Person Specification

The successful candidate will be:

- Organised and reliable, with a strong ability to plan and coordinate delivery across a wide geographic spread.
- Skilled at building relationships and gaining commitment from contractors, educators and partners.
- Comfortable using data and insight to inform decisions and prioritise resources.
- A confident communicator, able to influence and support others to deliver to high standards.
- Proactive, solutions-focused and able to respond quickly when delivery challenges arise.
- Committed to inclusion and ensuring opportunities are accessible and welcoming to all.

Essential

- Proven ability to analyse information, think critically and make sound judgements.
- Proven experience of coordinating delivery across a network of contractors, volunteers or staff in sport, education, community or related sectors.
- Strong organisational and scheduling skills, with experience of managing rolling calendars of activity.
- Demonstrable ability to build and maintain trusted relationships across a broad stakeholder base.
- Familiarity with course management systems, digital booking platforms, and learning management systems.
- Experience of applying data and insight to inform delivery planning.
- Evidence of managing quality assurance processes and taking corrective action when required.
- Excellent communication and influencing skills.

Desirable

- Knowledge of rowing or water-based sports.
- Experience of managing delivery networks in a national or regional context.
- Experience of monitoring and reporting on delivery impact.

Mandatory Requirements

It is expected that the individual will have the following in place, and valid for at least the period of the contract. It is your responsibility to arrange these in advance of the commencement of the contract and before any delivery takes place. Evidence must be shared with the Head of Volunteer & Workforce Development at British Rowing.

- Driving license.



- Right to work in the UK.
- Willingness to undertake full British Rowing safeguarding checks.

DBS Requirements

The role may be subject to an Enhanced DBS check, in line with statutory safeguarding requirements.

Additional Information

Anti-Doping

The post-holder is expected to comply with the core requirements of the WADA Anti-Doping Code and its requirement on Coaches and Athlete Support Personnel to set a good personal example in this field. When directly working with coaches and athletes the post-holder has a responsibility to inform them appropriately of the Code's application to them and to influence them in following a Clean Sport culture. The postholder will be expected to hold a current Clean Sport certificate relevant to the role they hold, and/or attend a Clean Sport induction provided by British Rowing.

Hours

British Rowing prides itself on supporting a positive work-life balance, and is keen to support agile and remote working where possible. While maintaining a good work life balance, this role will require flexibility and to reflect the needs of the business and to ensure core objectives are achieved. Standard working hours are 40 hrs per week.

The post-holder's hours will be flexible to reflect the needs of the role and, while maintaining an appropriate work/life balance, will include time in evenings, at weekends and over public holidays.

Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.