



Pembroke

Head of Rowing

Pembroke School



- **Dynamic leadership role**
- **Drive Rowing participation and performance**
- **Build strong stakeholder relationships and a cohesive program culture**
- **Full-Time (Term-Time Only) - Term 3 start**

About Pembroke School

Pembroke School is a co-educational, non-denominational, day and boarding school from Early Learning Centre to Year 12. Renowned for academic excellence and a broad, inclusive program, Pembroke offers the South Australian Certificate of Education (SACE) and is also an International Baccalaureate World School, offering the IB Diploma Programme (IBDP) and Primary Years Programme (PYP).

Pembroke is a vibrant and exciting school catering for a diverse community of students. With over 1,700 students, the school offers a broad-ranging curriculum and an outstanding choice of co-curricular opportunities. The school employs over 300 permanent and fixed-term staff plus more than 150 casual employees.

The School's exceptional Junior, Middle and Senior School campuses and Boarding Houses are located in Kensington Park, within Adelaide's picturesque eastern suburbs. The Rowing Program is operated from a number of dedicated Pembroke Boat Sheds: the juniors are based on the Torrens River in Adelaide's CBD (Festival Drive), competition squads at the Alex Ramsay Regatta Course (West Lakes) and a dedicated training camp facility at Murray Bridge.

With an abundance of sporting opportunities most students choose to play one or more sports at Pembroke. The focus is on nurturing an inclusive and supportive sporting culture that leads to personal best performances and important and lasting benefits to mental and physical health. The Sports Program allows individuals to experiment with new sports while encouraging seasoned competitors to improve skills and achieve at higher levels. The Heads of Sport facilitate the overall management of the Sports Program, and teaching staff are heavily involved as coaches or managers, supported by highly accredited coaches. The School is committed to gender equity in the range of sporting activities available.



Head of Rowing

Reporting to the Co-Heads of Sport, the Head of Rowing is responsible for the strategic leadership and operational delivery of the Pembroke School Rowing Program. As a flagship co-curricular offering, Rowing at Pembroke aims to promote excellence, inclusion, teamwork and enjoyment. This role leads the vision, direction and coordination of Rowing across the School, ensuring a unified and high-quality experience for all students, coaches and stakeholders. The Head of Rowing builds strong relationships with students, families, staff and the broader community to grow and sustain a leading co-educational rowing program aligned with Pembroke's values. This is an opportunity to build and develop a rowing program and culture that is inclusive, performance oriented and leads the way in school Rowing.

The Head of Rowing has a high degree of autonomy and flexible hours working term time to oversee all aspects of the School's Rowing Program. Over 100 students managed by 12 coaches across Learn to Row, Juniors, Intermediate and Seniors are presently involved in the Rowing Program. The role is well supported by a Boat Manager, the School's Sports Administrators and the Rowing Parents' Association.

The Head of Rowing may be appointed as either a teaching staff member (1-2 classes) or as a professional services staff member, depending on the qualifications and background of the successful applicant.

To be considered for this role, you will be a dynamic people leader, capable of engaging effectively with a range of stakeholders and fostering a cohesive culture across the program. Your excellent planning, organisational and communication skills will enable you to build strong and effective working relationships with athletes, their coaches and parents.

Your deep technical knowledge of rowing will be supported by a coaching qualification and significant experience as a rowing coach, athlete and/or administrator, preferably with a track record of producing successful results with school-aged athletes. As this role has a strong focus on building the skills and capacity of the coaching team, a clear understanding of coaches' needs and best practice in high-performance coaching is required.

This role presents a unique opportunity to make a positive impact on the success of young rowers both on and off the water at one of South Australia's leading schools.



Key Responsibilities

- Provide strategic leadership and operational oversight of the Rowing Program, including season reviews, data-informed planning and long-term initiatives that align with the School's values and support sustained growth and excellence.
- Design, implement and continuously refine a high-quality, developmentally appropriate coaching program for students of all skill levels.
- Promote a safe, inclusive and aspirational training environment that fosters student wellbeing, resilience and sporting growth.
- Lead a clear and consistent crew selection process underpinned by fairness, transparency and open communication.
- Recruit, induct, roster and mentor a team of coaches, fostering a positive, professional and collaborative coaching culture.
- Facilitate coach development through pre-season training, goal setting and regular feedback to ensure alignment with program standards and continuous improvement.
- Plan and coordinate all aspects of rowing operations, including training schedules, regattas, camps and associated staffing.
- Manage the care, maintenance and strategic renewal of rowing equipment and fleet assets across School and off-site facilities.
- Develop and manage annual rowing budgets, monitor expenditure and provide recommendations for resource allocation and improvement.
- Identify and support students pursuing representative rowing opportunities at State, National or performance pathway levels.
- Build and sustain strong relationships with students, families, staff and other stakeholders through regular, respectful and timely communication.
- Liaise with School departments, Rowing SA, regatta organisers and the Pembroke Rowing Parents' Association to support program delivery.
- Represent Pembroke within the wider Rowing and independent school communities to share best practices and uphold the School's reputation.
- Champion student leadership, sportsmanship and holistic engagement, ensuring a healthy balance with academic and co-curricular commitments.
- Attend and actively participate in key program events, including local and interstate regattas, Rowing Camps, trips and presentations.
- Other duties or responsibilities commensurate with the level of this position and your experience, as directed by management or the Principal.

Location and Travel

The position is based at both Pembroke School in Kensington Park and at the Pembroke Boat Sheds on the Torrens River in Adelaide's CBD (Festival Drive) and at the Alex Ramsay Regatta Course (West Lakes).

The majority of racing opportunities are held at the Alex Ramsay Regatta Course (West Lakes), and attendance at interstate regattas and events will be required from time to time.

Hours of Work

The Head of Rowing may be appointed as either a teaching staff member (1-2 classes) or as a professional services staff member, depending on the qualifications and background of the successful applicant. If appointed as a professional services staff member, the role will be employed on a full-time and term-time basis (approximately 40 weeks per year at a 0.833FTE).

Due to the nature of the role, flexible hours will be required during term time to oversee all aspects of the Rowing Program, including early mornings, evenings and weekend work. There is some expectation of work in school holiday time including at the start of the year to prepare for the peak racing season and week-long training camps.

Remuneration

An attractive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. A motor vehicle is also provided. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to phone Sportspeople Recruitment to discuss salary before applying if that will be helpful in decision making.

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Accreditation with Rowing Australia or an equivalent national/international coaching body.
- Relevant qualifications in sports coaching, human movement or a related discipline, with demonstrated experience in (or actively working towards) rowing leadership.
- Strong interpersonal skills and a relational leader – who can relate to young people, manage parent expectations and lead with strength and presence.
- Applicable water safety certifications (e.g. boat licence or coxswain endorsement).
- Demonstrated success leading or significantly contributing to a school, club or performance-level rowing program.
- Proven ability to develop athletes across a range of age groups and abilities, including competitive senior crews.
- Experience mentoring and managing coaches to foster a unified, high-performing coaching team.
- Strong capability in planning and delivering complex logistics for training, regattas, camps and travel.
- Experience in overseeing budgets and managing the procurement, maintenance and replacement of rowing equipment.
- Deep technical knowledge of rowing technique, training program design, crew selection and athlete development.

- Proficiency in using tools for video analysis, performance monitoring and training evaluation.
- Skilled in developing structured coaching resources, program documentation and long-term development plans.
- Comfortable using digital platforms for communication, scheduling and documentation (e.g. Team App, Excel, OneNote).
- Excellent interpersonal and communication skills, with the ability to engage effectively with students, families, staff and the broader Rowing community.
- Collaborative, proactive and solutions-focused approach to leadership and program development.
- Highly organised and self-motivated, with strong attention to detail, time management and follow-through.
- Professional, respectful and confident in navigating feedback, conflict and competing priorities.
- Current Working with Children Check and Protective Practices Certification.
- Current First Aid and CPR Certification.

Personal Attributes

- Have and maintain a professional and cordial communication manner.
- Have the ability to thrive in a school environment, which can often be time and pressure sensitive.
- Work well within a team as well as autonomously.
- Have the ability to work and communicate effectively with managers and staff at all levels and take appropriate direction.
- Have a strong commitment to providing excellent service to all stakeholders.
- Maintain a strong work ethic with the ability to think laterally and use all available resources.

Residency & Immigration

Pembroke School will consider candidates who meet work visa requirements (with or without visa sponsorship), and will accommodate time for relocation should this be required prior to starting.

Candidates requiring immigration assistance are asked to nominate this on the Application Form at the time of applying.

Timelines

Final interviews and the appointment of this role are scheduled for early June 2026.

The successful candidate will ideally commence duties in Term 3 (20 July), negotiable dependent on notice periods, general availability and time to relocate (if required).

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Pembroke School website: pembroke.sa.edu.au

Facebook: facebook.com/PembrokeSchoolAdelaide

Instagram: instagram.com/pembroke_school

Please apply now to avoid missing out!

Please note, Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications close:

11pm Sunday 24 May, 2026 (SA time)

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment**

Application Form at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific responses prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply Now to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance, general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The Head of Rowing, Pembroke School search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 30 years in 2026, our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers.

We offer the most experienced Consultant Team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Pembroke School as the exclusive search partner for the Head of Rowing position.

Australian owned - globally connected - since 1996

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you, and we'll never consider your application a waste of our time.



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