



Pembroke College Boat Club

Boatman

Detailed Job Description

The Pembroke College Boat Club (PCBC) Boatman role is a flexible, casual hours position that combines the primary maintenance duties of a boatman with the additional role of trailering.

The Boatman reports formally to the Boat Club President, who functions as their line manager and will coordinate primarily with the President to facilitate their day-to-day activities in the context of the boat club. The sports and sustainability manager, Rachael Dean, acts as a secondary line manager within Pembroke College who assists with administrative tasks such as approval of payments and reimbursement.

Our current Boatman will be undertaking a phased retirement between now and December 2026. He has offered to induct and train up a new candidate into the role over a period of several months. Therefore, we are open to receiving applications from candidates who have less experience with boat repair but are keen to learn and willing to upskill before fully taking on the role.

The Club

PCBC, founded in 1842, is one of the most successful college boat clubs in Oxford. We consistently outperform most other colleges on the water both in Oxford and abroad. Pembroke celebrates a history of 16 men's headships, 8 women's headships, and a number of Henley trophies as well as being the only college ever to claim Summer Eights double headship in 2003. Currently our women's first boat are one of the top crews in Oxford, holding headship in Torpids and second place in Summer Eights. Our Men's first boat is also one of the best in Oxford ranking 3rd place in both Torpids and Summer Eights. PCBC's excellence extends to its lower crews; our second Men's boat are the second highest M2 on the river in Torpids and summer eights and our women's second boat are amongst the highest W2s. PCBC is lucky to row in a high quality fleet of relatively new and top spec boats (chiefly Empachers).

Our success as a club opens up opportunities outside Oxford. Our crews row in external regattas all around the UK and regularly come home with medals. Our men's and women's top crews compete every year at Henley and this year PCBC will return for their second outing in the Nanjing International Universities Rowing Open in China.

Responsibilities

I. Fleet maintenance

PCBC is an enthusiastic and high performing college rowing club with a large fleet of racing shells. The nature of college rowing and bumps racing means these boats need regular maintenance and repair. The ideal Boatman will be confident in performing all kinds of repairs and maintenance activities for a wide range of boats (the club uses a range of racing shells manufactured by Empacher, Janosek, Stampfli, and Filippi).

It is expected that the boatman will communicate proactively with the President, Head Coach and any other relevant individuals to schedule and coordinate repairs so as to minimise disruption to training during term time and prioritise the most urgent and expedient projects. In accordance with their experience, the boatman will also advise the President and Head Coach on the best practice and appropriate preventative steps to optimise fleet health and longevity.

The boatman should maintain an inventory of consumables and spares (including a race day spares box), repaint and repair blades, and order and maintain a supply of consumable items. The boatman will also maintain a digital inventory of the club's equipment and a running sheet of the status of ongoing repair projects.

If suitably experienced, the boatman may also maintain the launches and trailer or arrange external servicing if not.

II. Facility Maintenance

The boathouse is largely maintained by the college domestic cleaning and maintenance teams, however, the boatman on occasion may be asked to liaise with college to facilitate building maintenance and perform miscellaneous tasks, such as mowing the lawn. Such tasks, if at all necessary, are infrequent.

III. Trailering

a. General

The boatman will provide trailering services to facilitate the transport of the clubs racing shells for a number of functions including external regattas, external boat repairs, additional training at locations outside of Oxford, and for boat movements within Oxford when the river is closed.

Currently our Boatman uses his own car to tow our lightweight trailer, this allows easier scheduling flexibility for both the boatman and club when moving the trailer. The ideal candidate will have a UK driving licence and their own car or other suitable vehicle to facilitate trailering. PCBC owns a private and exclusive trailer for the Boatman to use. Having a towbar already fitted will also be a benefit but, if not, PCBC will cover the cost of installing a tow-bar should this be required. Trailering (including travel to and from the trailer) will be reimbursed at a standard rate set by Pembroke College (55p/mile without trailer, 85p/mile with trailer) covering the cost of fuel and contributing towards tax, depreciation, servicing, and wear and tear on the vehicle. Time spent trailering is compensated at the boatman's standard hourly rate. For applicants with limited trailering experience, training can be provided.

For candidates without their own towing vehicle, vehicle rental may be possible; however this should be highlighted clearly in their application.

Trailing duties are currently shared between the Head Coach and the boatman with the boatman fulfilling most of the boat club's trailing requirements. It is anticipated that the split of trailing can be informally agreed between the president, Head Coach, and boatman, however it is expected that, with sufficient prior notice, the boatman will be available to trailer for most of the club's regular external regattas. The external regattas the club regularly attends includes, currently (subject to change):

- i. Upper Thames Autumn Head or Gloucester Head
- ii. Wallingford Head
- iii. Quintin Head
- iv. Head of the River
- v. Women's Eights Head of the River
- vi. Bedford Regatta
- vii. Henley Royal Regatta / Henley Women's Regatta

Any alternative or additional externals will be discussed in advance.

b. Training Camp

The Boatman may be required to trailer boats to and from a 6-8 day training camp during one of the vacations (typically the easter vacation, with the camp typically occurring in the last weeks or March or first weeks of April). This camp will involve approximately 20-30 members of the club travelling to an international rowing facility (typically in mainland Europe, past locations have included Tilburg, Netherlands). In recent years we have started to hire boats at the host clubs and so trailing has become less vital to the operation of the training camp. If trailing is required, the dates of the camp will be confirmed at least 3 months in advance. Travel and accommodation costs will be reimbursed by the boat club and a rental vehicle will be provided.

IV. College Events

The Boatman is invited to PCBC college events. These include termly three course, formal dinners held in hall after the inter-college races, as well as the Pimm's Party event in early Trinity term. The Boatman will not be charged for attendance at these events.

Hours

On average 4-6 hours a week for 52 weeks with the expectation the boatman may work more hours during Oxford term dates. The exact timings of the hours of work are reasonably flexible, however the ideal candidate will have ready and flexible availability during term time. Ideally the boatman will be able to work additional hours during college bumps racing weeks (novice regatta, torpids, and summer eights; typically the last weeks of November, February, and May respectively) and the weeks preceding, should significant damage be sustained to shells during or before racing.

Payment and Contracts

Payment is made by hours worked and the boatman will be required to submit monthly timesheets. Rates of pay start at a minimum of £20.00 per hour including holiday pay, however, higher rates are available for those with more extensive experience. Appointed individuals will be offered a 1-year contract, however, subject to satisfactory

performance, extension of this contract on a yearly basis is available and expected. Should the boatman stay on for longer than one year, they will have their hourly rate subject to annual salary increment in line with cost of living.

Role benefits

As boatman you will benefit from the following perks that are included with the role:

- Free attendance at the termly PCBC college dinner (a 3-course banquet in the college dining hall inclusive of alcohol and tea or coffee after dinner) and Pimm's Party (a Pimm's themed garden party for the entire Oxford rowing community on the college chapel quad at the beginning of Trinity Term).
- Guaranteed annual hourly rate increment if contract extended beyond the initial one-year period.
- Complimentary use of the PCBC boathouse gym.

Person Specification

Essential

- Previous experience maintaining and repairing racing shells.
- Availability to work 4-6 hours per week flexibly within and outside of Oxford Term dates (especially around inter-collegiate racing weeks, typically last weeks of November, February and May).
- Possesses a UK driving license.
- Accomplished interpersonal skills, with the ability to communicate clearly and confidently with the President, Head Coach, Captains and members of PCBC and respond promptly to work-related communications.
- Good organisation and time management including punctuality for trailering appointments and alerting the president to any upcoming unavailability for anticipated regattas as early as possible.
- Competent IT skills including Microsoft Office and digital communication tools.
- A proactive and flexible approach with a willingness to develop new skills.
- A friendly and positive attitude towards colleagues and students.
- Able to start before January 2027.

Desirable

- Owns a car or suitable vehicle (with / without towbar) that can tow a boat trailer.
- Availability to trailer the club for most or all of the external regattas listed above.
- Previous experience working with university or college clubs.
- Able to start as soon as possible.
- Able to commit to a year-long contract.
- Previous experience taking crews to UK-based regattas.
- Power boat license to facilitate driving the launches to and from servicing.

Application

Please email a CV (max. 2 pages) and covering letter (max. 500 words) outlining your experience and why you would be good for the role and what you can bring to the club to Joseph Colton at: joseph.colton@pmb.ox.ac.uk and pcbc@pmb.ox.ac.uk. The vacancy will remain open, and interviews conducted on a rolling basis until the role is filled, so we recommend applying early.