

Job Title: Racing Coordinator
Reporting to: Racing Manager
Location: Cowes, Isle of Wight, with travel as required
Contract Type: Full-time

Company Background and Context:

The Royal Ocean Racing Club (RORC) is a leading authority in offshore yacht racing and delivers the world's largest offshore racing series. The Club organises a full annual programme of domestic and international races, including the biennial Rolex Fastnet Race, and plays a central role in the governance and promotion of offshore racing globally.

The Racing Coordinator role sits within the RORC Racing Team and provides essential operational, administrative and on-the-ground support to the Racing Manager in the planning, delivery and continuous improvement of the Club's racing programme.

Job Purpose:

The Racing Coordinator supports the Racing Manager in the detailed planning, organisation and delivery of RORC races and events. The role is operational and hands-on in nature and will, in practice, act as the Racing Manager's deputy when required, while avoiding formal designation as such.

The role involves significant travel, irregular hours during race periods, and close collaboration with volunteers, partner clubs, harbour authorities and other stakeholders involved in offshore race delivery.

The working pattern is typically 40 hours per week but this will vary significantly during busy race periods. The normal place of work will be the RORC Clubhouse in Cowes but there will be a need to attend race offices and event locations as required.

Key Responsibilities:

Race & Event Delivery:

- Support the Racing Manager in the delivery of RORC's full domestic and international racing programme.
- Assist with the preparation, implementation and on-site delivery of races, including starts, finishes, results processing and prize-giving as required.
- Act as Race Officer / Assistant Race Officer for appropriate events, under the direction of the Racing Manager.
- Deputise for the Racing Manager during periods of leave or operational absence, as agreed.

. Race Documentation & Administration

- Assist in the drafting, preparation and publication of Notices of Race, Sailing Instructions and associated race documentation.
- Support the administration and screening of race entries, including responding to competitor queries relating to entry requirements, rules and safety.
- Assist with results management, race reporting and post-event documentation.

Safety & Compliance

- Support monitoring of compliance with World Sailing Offshore Special Regulations and other applicable safety requirements.
- Assist with incident management processes during events, including record keeping and follow-up actions.

Volunteers & Workforce Support

- Support the recruitment, induction, training and coordination of RORC race volunteers.
- Ensure volunteers are briefed, supported and effectively deployed during races and regattas.
- Assist with the management of casual staff engaged for major events.

Stakeholder & External Liaison

- Liaise with yacht clubs, marinas, harbour authorities, race partners and service providers involved in race delivery.
- Support collaborative working with partner clubs for jointly-organised events.

Equipment & Logistics

- Take responsibility for the maintenance, preparation and distribution of RORC racing equipment, including race marks, radios and start/finish equipment.
- Assist with race logistics planning, transport and on-site setup and breakdown.

General

- Provide administrative and operational support to the Racing Manager and wider Racing Team as required.
 - Work collaboratively with other departments of the RORC, contractors and race officials.
 - Undertake other duties reasonably required to support the effective delivery of RORC racing activities.
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Person Specification:**Essential:**

- Practical experience of offshore racing and/or race management.
- Strong organisational skills and attention to detail.
- Ability to work flexibly, including evenings, weekends and extended hours during race periods.
- Confident communicator, able to deal effectively with competitors, volunteers, officials and external stakeholders.
- Working knowledge of the Racing Rules of Sailing and race management procedures.
- Calm, reliable and capable of working under pressure in time-critical situations.
- IT literate, with good working knowledge of Word and Excel.

Desirable:

- Race management qualifications (e.g. RYA Race Officer) or willingness to work towards them.
 - Familiarity with World Sailing Offshore Special Regulations.
 - Understanding of IRC rating principles.
 - Experience working with volunteers in a sporting or event environment.
 - Experience working with international partners, particularly in France.
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