

BOWLS SCOTLAND DISABILITY DEVELOPMENT OFFICER JOB DESCRIPTION

Job Title:	Disability Development Officer P/T
Office Base(s):	The primary base of Bowls Scotland is the National Centre for Bowling in Ayr. However, Bowls Scotland operate a flexible working policy with a combination of working from home and either the office in Ayr or a sportscotland regional office.
Reports To:	Business Operations Manager
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Staff ▪ External Agencies (including Scottish Disability Sport / SDS Member Branches and other disability organisations) ▪ sportscotland ▪ Clubs ▪ Coaches ▪ Volunteers
Job Purpose:	<p>To develop and deliver an inclusion plan in partnership with key stakeholders and colleagues to provide quality opportunities and increased participation at all levels.</p> <p>With a focus on finding and retaining members, developing the support network of coaches and volunteers and creating quality and accessible club environments.</p>

Key Responsibilities:

- Develop and implement the disability outcomes within Bowls Scotland's Equality Action Plan.
- Establish clear player pathways for potential and existing players with a disability, including raising awareness of playing opportunities for children, young people and adults with disabilities and promoting existing opportunities to mainstream clubs and members.
- In partnership with the National Development Officers, ensure clubs are inclusive and accessible through establishing the baseline of clubs accessing the Inclusive Club Resource & increase year on year.
- In partnership with Coach & Volunteer Manager, provide training and upskill individuals to provide adaptive, inclusive sessions that are fun, engaging, and challenging. Create a baseline and increase the number of coaches and tutors with a disability.
- Support the planning and delivery of specific disability competitions and events and attend these events, including:
 - Minimum 3x disability specific Try Bowls events (1 per NDO region) delivered annually.
 - Minimum 2x introduction to coaching para bowls course delivered with 10 coaches upskilled annually.
- Work with Scottish Disability Sport, Visual Impaired Bowls Scotland, Erskine, and other likeminded organisations to assist community engagement and programme delivery.
- Ensure effective communication systems are implemented between all relevant stakeholders.
- Ensure all disability programmes are promoted through relevant channels to maximise participation outcomes.

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland.
- Draft reports and contribute to staff meetings as appropriate.



- Maintain knowledge and adhere to the published Bowls Scotland policies.
- Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.

The above job description will be subject to annual review to reflect the needs of the Bowls Scotland.