



## Director of Competitions and Events (Operational)

Bowls Scotland are looking for a dedicated person to fill the vacant post of Director of Competitions and Events with an emphasis on operational support and input.

Please see below the key characteristics we are looking for in any applicant, as well as a brief outline of what is involved.

### Director of Competitions and Events (operational)

#### Key Characteristics

- You must have knowledge on which Bowls Scotland competitions are run annually and what they deliver towards the Bowls Scotland strategy.
- We are looking for a decision-maker and a forward-thinker.
- Someone who can plan, control and evaluate the competitions in conjunction with the team.
- You must be open and honest, advising the board on the delivery within budget of the competitions.
- A team player who can be available during the day for meetings and must be available to support the delivery of the National Championships during the week of events.
- A director who can overview, advise and delegate.

This is a voluntary position with appropriate expenses paid as defined in the Bowls Scotland financial procedures manual.

As part of the appointment process you are asked to submit a CV with a covering letter outlining why you feel you are the right candidate for the role.

CVs and covering letters should be marked private and confidential and submitted to the address below by 1200 GMT on Friday 2<sup>nd</sup> March 2018.

Should you wish to discuss the role in more detail please contact Alan McMillan (CEO) on 01292 294623.

If the board pursues your application, you will be asked to attend an interview with current directors from the board.

Post: Alan McMillan, or Email: [info@bowlsscotland.com](mailto:info@bowlsscotland.com)  
Bowls Scotland,  
National Centre for Bowling,  
Northfield,  
Hunters Avenue,  
Ayr,  
KA8 9AL.

<p>Director of Competitions and Events (operational)</p>	<p>To overview the project management of the National Championships and all other Bowls Scotland events.</p> <p>To make sure that the rules and regulations are modern, up to date with a progressive sport and in line with the overall Bowls Scotland strategy.</p> <p>To ensure the clubs, district secretaries, counties, associations and all other bowls deliverers are kept informed of all changes made to the rules.</p> <p>To work closely with the competitions and events officer, competitions and events strategic director and the volunteers who make up the competitions and events group to deliver a team effort for all competitions.</p> <p>To ensure that we are at the forefront of our sport on the world stage when delivering competitions.</p> <p>To make sure that the structure and function of the competitions and events group is current and relevant with those sitting on the group having the relevant skills to be able to deliver.</p> <p>To have full knowledge of the delivery of all Bowls Scotland-run competitions.</p> <p>To be responsible for the on-green format and running of the National Championships.</p> <p>To attend all board meetings and the AGM, as well as other relevant competition meetings out with Scotland.</p> <p>To overview the induction programme, recruitment, development and support given to the district secretaries.</p> <p>To sign and adhere to all relevant Bowls Scotland policies and as such, they should fulfil all legal criteria to become a director of a company.</p> <p>You will be expected to play an active part in all board discussions.</p>
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