

Bowls Scotland

Job Description



Head of Coach and Volunteer Development

Responsible to: National Development Manager

Job Purpose

Lead on all aspects of Bowls Scotland's coach and volunteer development programme, ensuring that coaches and committee members have access to quality training opportunities that will enhance their ability to effectively contribute to their clubs and local communities

Key responsibilities

- Lead on the development, delivery and review of Bowls Scotland's coach education awards, volunteer development programme and coaching pathway
- Increase the quality, diversity, and number of bowls coaches working in Scotland
- Develop and deliver Bowls Scotland's coach and volunteer recognition programme
- Lead and support the Bowls Scotland Awards Recognition committee
- Use **sportscotland's** Coaching Scorecard to continually evaluate coach education programmes to ensure Bowls Scotland continues to offer world class coaching support for its coaches and member clubs
- Identify, engage and manage self-employed sports educators to deliver Bowls Scotland's coach education awards
- Identify, engage and manage relationships with external partners to deliver volunteer development opportunities
- Develop mentoring opportunities for sports educators, identified club coaches, and coaches within the high performance programme
- Manage the coach and volunteer education budget, assigning resources to ensure projects are delivered on time and within agreed costs
- Oversee and maintain the coach and volunteer database in partnership with the office manager
- Align annual key performance indicators to the objectives of Coaching Scotland, Development Team Action Plan and Bowls Scotland's Strategy 2015-2019 and any future strategies.
- Report on progress against targets on a quarterly basis, identifying appropriate strategies for recovery or agree amended targets if necessary
- Represent Bowls Scotland on **sportscotland's** Coaching Network
- Represent Bowls Scotland on Scottish Disability Sport's Bowls Inclusion Group
- Uphold the organisation values of Bowls Scotland and contribute to the working and welfare of the staff team

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of work and will be amended in light of the changing needs of the organisation.

Person Specification

Education:

Essential

- Applicants must have a relevant qualification in a sports related field or a minimum of three years professional experience working in a sporting or related environment

Desirable

- Degree level qualification or equivalent
- PDA in Sports Coach Education Tutoring

Specific Experience:

Essential

- Strong understanding of the coach and volunteer landscape in Scotland
- Experience of tutoring and developing sports education resources / awards
- Experience of developing and delivering volunteer education programmes
- Experience of managing staff and / or volunteers in a sports / education related environment
- Evidence of implementing innovative strategies and projects to meet agreed objectives
- Experience of successfully developing and leading national projects
- Experience in planning and contributing towards yearly actions plans and strategies
- Experience in reporting and managing programmes relating to annual investment
- A track record in effective partnership work
- Competence in IT and social media

Desirable

- Experience working for / with a national governing body of sport, or organisation with similar objectives
- Evidence of utilising internal and external data to inform the planning and delivery of projects
- Knowledge and understanding of equality and diversity in relation to sport
- Knowledge and understanding of safeguarding in relation to sport

Other:

- Applicant must hold a full current driving licence. The postholder will be required to travel independently throughout Scotland on a regular basis and outside of Scotland occasionally
- Active participation in sport through competition, coaching or volunteering

Key Competencies:

- Self-motivated, energetic and a positive approach to work and life
- Ability to lead, motivate and empower other people
- Self-discipline to work efficiently and effectively on your own
- Excellent organisation, planning and prioritisation skills
- Strong and effective communication and interpersonal skills with a track record of working effectively as part of a team
- Ability to work under pressure and deliver results against set targets
- Excellent problem solving and decision making skills
- Significant commitment to continuous professional development with a passion for learning and developing themselves and others
- Flexibility – the role will require work at evenings and weekends

Additional Information

Contract:

Permanent (dependent on continued funding) on successful completion of a six month probationary period from the date of employment.

Holidays:

The Employer's holiday year runs from 1st January to 31st December inclusive. Your full time entitlement to holiday would, in addition to 10 days public holidays, be 25 working days paid holiday in each year.

Pension Scheme:

You are entitled to contribute to a personal pension scheme of your choice provided that the pension scheme you choose is approved by the employer and any appropriate funding body. The governments' auto-enrolment scheme will be available.

More details will be made available at appointment stage.

Expenses:

You will be entitled to be reimbursed for all reasonable expenses properly incurred in the performance of your duties in accordance with Bowls Scotland's Financial procedures.

Interview:

Interviews for this position will be held on the 10th of September 2018. Venue TBC

Salary:

£25,000 - £28,000* per annum

*This will be dependent on experience and agreed with the successful candidate.

Contracted hours:

37.5 hours per week

Location:

The primary base for all staff is the National Centre for Bowling, Ayr, however, consideration will be given to remote working if this fits with the delivery of the business of the company.