

Bowls Scotland

Job Description



National Development Officer: Connecting Communities

Responsible to: National Development Manager

Job Purpose

Bowls offers a range of health benefits and can help people feel more connected to their local community. The National Development Officer (NDO) will work with clubs in areas of deprivation to:

- Increase participation
- Strengthen links with local communities
- Improve health by providing the local community with a positive environment to be both physically and socially active.

This is an exciting time to join Bowls Scotland as we are about to commence a new strategy period (2019-2023) which will continue to support and develop clubs that are welcoming, sustainable and at the heart of their local community.

Key responsibilities

- Engage with local and national partners to promote lawn bowls as **the sport for all** and a **sport for life**
- Work in partnership with the Try Bowls lead officer to support clubs to increase participation through Try Bowls
- Work in partnership with the BowlsMark lead officer to support clubs to develop closer links with their local community
- Provide support and advice for clubs to become more than just a bowling club to their local community
- Act as Bowls Scotland's lead for exercise referral initiatives with local authorities and trusts
- Engage with local and national partners to identify, develop, manage and review programmes which use lawn bowls to improve quality of life and health in areas of deprivation
- Work in partnership with the Head of Coach and Volunteer Development to offer accessible coaching and volunteering awards in areas of deprivation
- Work in partnership with the Head of Coach and Volunteer Development to deliver coaching awards targeted at woman and girls to increase the number and confidence of female coaches within clubs in areas of deprivation
- Report on progress against targets on a quarterly basis, identifying appropriate strategies for recovery or agree amended targets if necessary
- Promote the Bowls Scotland brand, and the work of Bowls Scotland and its partners.

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 sporting, health or community education related field **or** a minimum of three years professional experience working in one of these areas.

Desirable

- Degree level qualification or equivalent in a sporting, health or community education related field

Specific Experience:

Essential

- Experience of working in the sport, health or community sector.
- A track record in effective partnership work
- A strong understanding of club development and Scottish sporting and health strategies.
- An understanding of the challenges faced by clubs and communities in areas of deprivation
- Experience in managing and coordinating projects.
- Experience of managing staff or volunteers.
- A passion for sport
- Evidence of implementing innovative strategies and projects to meet agreed objectives
- Experience in planning and contributing towards yearly actions plans and strategies
- Experience in reporting and managing programmes relating to annual investment
- Project management and budget control.
- Competence in IT and social media.

Desirable

- A track record of effective partnership work in areas of deprivation
- Evidence of utilising internal and external data to inform the planning and delivery of projects
- Experience of successfully developing and leading national 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 and have access to a car. The postholder will be required to travel independently throughout Scotland on a regular basis and outside of Scotland occasionally

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
- Flexibility – the role will require work at evenings and weekends
- Resilience
- Significant commitment to continuous professional development with a passion for learning and developing themselves and others

Additional Information

Contract:

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

Salary:

£25, 000 per annum.

Contracted hours:

37.5 hours per week.

Location:

The successful candidate will be based from a **sportscotland** regional office or Bowls Scotland's HQ in Ayr.

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 **Tuesday 23rd of July** at the **National Centre for Bowling** in Ayr.