

Bowls Scotland

Job Description



National Development Manager

Responsible to: Chief Executive Officer

Job Purpose

Lead the development team to support and develop bowls clubs in Scotland.

Key responsibilities

- Line management of the Development Team encompassing 3 National Development Officers and a Head of Coach & Volunteer Education.
- Lead the Development Team to:
 - Create and implement club services that are focused on modernising and supporting member clubs;
 - Implement national recruitment and develop initiatives aimed at increasing membership in the sport;
 - Provide education and development opportunities for volunteers and coaches.
 - Investigate the challenges facing the development of the sport with clubs within SIMD areas
- Core member of the Senior Management Team supporting the CEO and Board to develop and deliver Bowls Scotland's strategy.
- Lead the implementation of the 'Stronger Clubs' section of the Bowls Scotland's strategy, monitor progress against strategic targets, and plan delivery for the next cycle.
- Set and monitor annual targets for **sportscotland** investment and Bowls Scotland's Corporate Plan attending Board meetings and investment meetings to update on progress.
- Maintain and develop strategic partnerships ensuring agreed outcomes are set and achieved and that the partnerships continue to support the delivery of Bowls Scotland's targets.
- Work with the Head of Coaching and Volunteering and High-Performance Team to implement and integrate coach and Player Pathways.
- Forecast, agree and monitor the annual development budget ensuring projects are delivered on time and within agreed costs.
- Uphold the organisation values of Bowls Scotland and contribute to the working and welfare of the staff team.
- Undertake any other duties as appropriate to the post and the needs of Bowls Scotland
- To monitor, evaluate and deliver the equality in sport programme.
- To overview the delivery to meet the new standards for child welfare and protection in sport.

Person Specification

Education:

- Applicants should hold qualification or equivalent, ideally in a sports or business related discipline, or
- Ideally have a minimum of three years' relevant professional experience successfully leading a team within a sporting or related environment

Specific Experience:

Essential

- Experience of leading and/or line managing staff and/or volunteers effectively
- Strong understanding of club and/or business development

- Strong understanding of national sports structures, coach and volunteer education and development
- Proven experience of establishing, developing and maintaining strong partnerships
- Proven experience of planning, delivering and monitoring multiple projects
- Strong communication and interpersonal skills with proven experience of leading teams to achieve desired results
- Experience of setting and delivering within agreed budgets
- Highly competent in using, and positive attitude towards, information technology
- A passion for sport

Desirable

- Experience of working in the sports industry
- Understanding of bowls and the sports existing structures in Scotland
- Some exposure to, or work experience with national governing bodies of sport
- Experience of delivering change within a sport or business environment
- Knowledge and understanding of equality and diversity
- Knowledge and understanding of child protection legislation and requirements

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
- Enthusiasm for modernising sports clubs and increasing participation in sport
- 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 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 the Bowls Scotland Financial procedures.

Interview:

The closing date for applications is 12:00 Thursday 19th of September 2019

Interviews will take place on the 4th of October 2019

To apply for this role please **fully complete-**

- the application form
- Equal Opportunities Monitoring Form and
- attach a current CV

Please return all paperwork marked PRIVATE & CONFIDENTIAL to:

CEO
Bowls Scotland
National Centre for Bowling
Hunters Avenue
Ayr, KA8 9AL
or
info@bowlsscotland.com

Salary:

£35,000 per annum *

*This will be dependent on experience and will be 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.