



COACH AND VOLUNTEER MANAGER JOB DESCRIPTION

Job Title:	Coach and Volunteer Manager
Team:	Development
Office Base(s):	The primary base for all staff is the National Centre for Bowling in Ayr, however consideration will be given to remote working at a sportscotland Regional Office
Reports To:	National Development Manager
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Coach & Volunteer Development Strategic Group ▪ Bowls Scotland Development Team ▪ Bowls Scotland Performance Operations Manager ▪ District Secretaries ▪ Tutors and workforce ▪ sportscotland ▪ Scottish Disability Sport ▪ Coaching Network ▪ Clubs
Job Purpose:	<p>Lead on all aspects of Bowls Scotland's quality coach and volunteer programme to increase the quantity, quality and diversity of coaches and volunteers working in bowls in Scotland, including:</p> <ul style="list-style-type: none"> • Leading on the creation and implementation of a Coach and Volunteer Strategy incorporating the Coaching Scotland Framework actions • Managing the education, learning and development programme for Club coaches • Managing the education, learning and development of volunteers • Managing the tutor workforce • Managing the coaching and volunteer education budget

Key Tasks

Tutor Support and Development

- Develop and deliver a support programme for tutors/deliverers
- Organise an annual tutor conference/Upskilling Days
- Communicate regularly providing relevant updates.
- Ensure Bowls Scotland has a sustainable tutor workforce.

Coach and Volunteer Development

- Lead on the development, delivery and review of Bowls Scotland's coach education awards, volunteer development programme and coaching pathway
- Review and develop resources for all Bowls Coaching qualifications
- Oversee and maintain the coach and volunteer database in partnership with the office manager



- Develop and implement a mentoring programme for tutors and identified club coaches
- In partnership with the Performance Operations Manager support the development of a mentoring programme for High-Performance coaches

National Education Calendar

- Co-ordinate and manage the national education calendar ensuring all coaching, volunteer, and tutor courses and CPD opportunities are listed.
- Liaise with Office Manager to ensure all booking procedures are in place.
- Liaise with marketing to ensure courses are appropriately marketed.

CPD Programme

- Review, develop and oversee the implementation of the CPD programme for coaches.
- Liaise with the Development Team and Performance Operations Manager to ensure relevant CPDs are created and delivered to coaches and volunteers.
- Support the implementation of an online platform for education and development

General

- 1 Promote Bowls Scotland both within and out with the work environment.
- 2 Uphold the organisation values of Bowls Scotland and contribute to the working and welfare of the staff team
- 3 Draft reports and contribute to Board, Management and Staff meetings as appropriate.
- 4 Maintain knowledge and adhere to the published Bowls Scotland policies
- 5 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 and **sportscotland** corporate plans.