BOWLS SCOTLAND – FULL TIME ADMINISTRATIVE OFFICER

SALARY: **£17,500**

TERM: **Full Time / Permanent**

LOCATION: **National Centre for Bowling, Northfield, Ayr (Bowls Scotland operates a flexible working policy, therefore a combination of home and office working can be considered for this role).**

Bowls Scotland is one of the biggest participation sports in Scotland with 818 clubs and 50,000 members. We are seeking an enthusiastic and organised Administrative Officer to provide administrative support to the organisation, with a focus on safeguarding, club development and coach education. This is an excellent opportunity to work within an experienced team, where we will support you to grow and develop into the role.

We are looking for a passionate, self- motivated individual who can manage multiple projects or a diverse workload in a fast-paced environment. You must be hard working, motivated, and come with experience of providing administrative support in a previous role.   Strong organisational skills, attention to detail, and sound knowledge and experience of Microsoft Office products including Word, Excel, and Outlook and the internet are essential for this role. Experience in customer relationship management systems would be an asset.

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are committed to selecting staff based on their ability to do the job for which they are being recruited. We encourage applications from all sectors of the community.

For an informal discussion please contact Sarah Pryde-Smith, Business Operations Manager on 07841 923 451 or email sarahprydesmith@bowlsscotland.com

To apply, please send your CV, covering letter and equal opportunities monitoring form to info@bowlsscotland.com marked Private and Confidential: Administrative Officer.

Closing Date for Applications: **12 noon Friday 10th June**

Virtual Interviews via Zoom: **Monday 20th June (during normal office hours)**