



BOWLS SCOTLAND – ADMINISTRATIVE OFFICER PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS

Essential	Desirable
A minimum of 4 Standard Grades or equivalent qualifications including Maths and English at Grade 3 or above	Qualified to HNC level in a business-related subject or equivalent

SKILLS / ATTRIBUTES

Essential	Desirable
Ability to work under pressure to challenging timescales.	
A team player with the ability to work with and motivate others.	
Good self-discipline to work independently and manage a demanding workload.	

WORK AND OTHER RELATED EXPERIENCE

Essential	Desirable
Experience of using the Microsoft Office	
Experience of using an email management system (e.g. Outlook)	
General office experience, including answering phones, providing a reception service, dealing with a range of administrative tasks at the same time.	
Experience of dealing effectively with the general public	Experience of working with staff and volunteers
Experience of setting up and running a range of administrative systems	Experience of financial management and processes
Experience of using a customer relations system	Experience of using JustGo Membership System
	Awareness of Lawn Bowling in Scotland

PERSONAL QUALITIES AND ATTRIBUTES

Essential	Desirable
Enthusiastic, energetic, hardworking, trustworthy, and reliable	
Strong communication and interpersonal skills	
Commitment to CPD and a willingness to learn.	
Flexibility – the role will require work at evenings and weekends from time to time (for example AGM and National Competitions)	