

## **Bowls Scotland - Events Operational Group**

### **Role Descriptor – Group Representative/Member**

**Reports to:** Competition and Events Officer (Bowls Scotland)

**Term:** Reviewed annually (no maximum term)

**Time Commitment:** To attend bi-monthly meetings and contribute to any additional meetings, training, and deliver events where appropriate.

### **Purpose**

The role is to ensure the smooth running of BS Competitions (excluding the National Championships) i.e.: Andrew Hamilton Trophy, Ladies Top Ten, Ladies Under 25 Pairs, Youth Events

### **Key Tasks**

- Arrange venues and oversee the delivery of the competitions
- Organise area coordinators to support delivery of the competitions
- Responsible for player registration
- Distribute scorecards and collate results
- Record results on website
- Organise the medal ceremonies (trophies, medals etc)
- Manage and delegate tasks to volunteers
- General office admin
- Support the Competitions & Events Team
- Maintain confidentiality of sensitive information

### **Knowledge and Skills Required**

- Confident and Effective Communicator
- Approachable and Good Listener
- Well-organised and able to delegate
- Excellent attention to detail
- Able to work effectively in a team or as individual
- Friendly & outgoing
- Good with IT / computers / email
- Willingness to make a time commitment to the role
- Passionate about the sport of bowls and its future

### **Requirements**

- Promote Bowls Scotland and deliver to Bowls Scotland values of Collaboration, Inclusivity, Integrity, and Clarity

- Have access to a mobile phone and email account to be able to communicate effectively with clubs/Bowls Scotland.
- Have access to a computer and experience in using Word, Excel, and emails. It would be advantageous to have experience in other software and technology including online platforms
- Have a basic understanding of the laws of the sport/National Competition Rules
- Sign and adhere to the Bowls Scotland Code of Conduct

### **Bowls Scotland Support**

- Travel Expenses
- In house training