



Bowls Scotland - National Championships Operational Group

Role Descriptor – Group Representative/Member

Reports to: Competitions and Events Coordinator (Bowls Scotland)

Term: Reviewed annually (no maximum term)

Time Commitment: To attend bi-monthly meetings and contribute to any additional meetings, training, be available during national championships week to deliver the event.

Purpose

The role is to organise and run the National Championships (on The Green) from stage 1 through to stage 2 finals

Main Functions and Duties

- To deliver the competition on the green
- Responsible for player registration
- Distribute scorecards and collate results
- Record results on website
- Organise the medal ceremonies (trophies, medals etc)
- Support the Competitions & Events Team
- General office admin
- Manage and delegate tasks to volunteers
- 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 Championship Rules
- Sign and adhere to the Bowls Scotland Code of Conduct

Bowls Scotland Support

- Travel Expenses
- In house training