

## BOWLS SCOTLAND – NATIONAL DEVELOPMENT OFFICER PERSON SPECIFICATION

### EDUCATION / QUALIFICATIONS

| Essential   | Desirable |
|---|-----------|
| Educated to Degree/HND level or equivalent or minimum 3 years relevant sports development experience. |           |

### 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.   |           |
| Strong communication and presentation skills, both oral and written along with evidence of experience delivering presentations. |           |

### WORK AND OTHER RELATED EXPERIENCE

| Essential   | Desirable   |
|---|---|
| Experience of using the Microsoft Office                      | Experience of using JustGo / Azolve   |
| Experience of using an email management system (e.g. Outlook) |   |
| Experience of working in a sports club environment.           | Experience working with / for a national governing body of sport or organisation with similar objectives. |
|   | Experience of Lawn Bowling in Scotland  |
| Experience of developing, implementing, and evaluating plans  |   |
| Experience of working with staff and volunteers               |   |
| A full driving license  |   |
|   | Previous experience in child wellbeing and protection   |

## 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 and develop.         |           |
| Flexibility – the role will require work at evenings and weekends |           |
| Ability to build strong partnership relationships                 |           |