

BOWLS SCOTLAND NATIONAL DEVELOPMENT OFFICER JOB DESCRIPTION

Job Title:	National Development Officer – EAST (City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling, West Lothian)
Office Base(s):	The primary base for this post is the sportscotland regional office, Caledonia House, in Edinburgh. However, Bowls Scotland operate a flexible working policy with a combination of working from home and sportscotland regional office. Bowls Scotland’s main base is the National Bowling Centre, Ayr.
Reports To:	Business Operations Manager
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Staff ▪ External Agencies ▪ sportscotland ▪ Clubs ▪ Volunteers ▪ District Coordinators / District Youth Coordinators
Job Purpose:	To support and develop clubs that will provide increased, quality opportunities for people to participate at all levels with a focus on: <ul style="list-style-type: none"> • Quality club and coaching environments • Membership recruitment and retention • Volunteer support and development To work in partnership with clubs, Local Authorities/Trusts and other agencies to achieve this.

Key Responsibilities:

- Provide hands on support to clubs to ensure they are as efficient as they can be in their day to day running including support with club management, providing solutions, resources, and good practice examples
- Support clubs to have in place an appropriate management structure and ensure they have the appropriate policies and procedures in place
- Ensure the effective implementation of National development programmes including:
 - BowsMark:
 - Develop resources / templates to support volunteers operating clubs; and provide clubs with examples of best practice for running a club
 - Deliver club governance and planning sessions and support the creation of club development plans
 - Provide continuous monitoring, evaluation, and reporting of the programme
 - Try Bowls:
 - Develop modern resources to support clubs grow and retain their members.
 - Support the delivery of Try Bowls events across Scotland.
 - Provide continuous monitoring, evaluation, and reporting of the programme
- Working in partnership with Bowls Scotland’s Coach and Volunteer Manger develop the Bowls Scotland Club, Coach and Volunteer Annual Calendar.
- Working in partnership with Bowls Scotland’s Coach and Volunteer Manager encourage clubs to sign up to Bowls Scotland’s Player Development Framework
- Ensure Bowls Scotland’s Club Support Guide is up to date and promoted to clubs

- Promote the key benefits of Bowls Scotland's partnerships through the Partners Pack
- In partnership with District Coordinators lead/support the delivery of Local Bowling Development Forums
- Establish links local authorities, creating links with Sports Development, Active Schools and Community Hub Officers to assist community engagement and programme delivery
- Support clubs to ensure they adhere to and comply with the processes and requirements for the Protection of Vulnerable Groups (PVG), child protection and player welfare, and Equality
- Deliver on the development objectives in the Bowls Scotland's Equality Action Plan and ensure Equality, Diversity, and Inclusion (EDI) is a priority when working with clubs
- Increase the number of women and girls playing, coaching, and volunteering in Bowls
- Provide advice and guidance to clubs on possible funding opportunities
- In partnership with Bowls Scotland's Competition and Events Manager, produce a Competition Guide and Education Resources for Clubs, Coaches and Players
- Develop and deliver a National Club Award programme to recognise and reward clubs
- Working in partnership with Scottish Disability Sport, support and encourage clubs to utilise the Inclusive Club Resource tool
- Ensure effective communication systems are implemented between all relevant stakeholders

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Draft reports and contribute to staff meetings as appropriate.
- Maintain knowledge and adhere to the published Bowls Scotland policies
- Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.

The above job description will be subject to annual review to reflect the needs of the Bowls Scotland.