

## 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) |           |