



BOWLS SCOTLAND – COMPETITIONS & EVENTS CO-ORDINATOR

SALARY: £19,850

TERM: Full Time / Permanent

LOCATION: National Centre for Bowling, Northfield, Ayr (Bowls Scotland operates a flexible working policy, therefore a combination of home and office working can be considered for this role).

Bowls Scotland is one of the biggest participation sports in Scotland with 821 clubs and 50,000 members. We are seeking an enthusiastic and organised Competitions & Events Co-ordinator to provide administrative support within the Competition & Events team to enable delivery of the Calendar of Events. This is an excellent opportunity to work within an experienced team, where we will support you to grow and develop into the role.

We are looking for a passionate, self-motivated individual who can manage multiple projects or a diverse workload in a fast-paced environment. You must be hard working, motivated, and come with experience of providing administrative support in a previous role. Strong organisational skills, attention to detail, and sound knowledge and experience of Microsoft Office products including Word, Excel, and Outlook and the internet are essential for this role. Experience in customer relationship management systems would be an asset.

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are committed to selecting staff based on their ability to do the job for which they are being recruited. We encourage applications from all sectors of the community.

For an informal discussion please contact Lawra Cox, Competitions & Events Manager on 07711 424 193 or email lawracox@bowlsscotland.com

To apply, please send your CV, covering letter and equal opportunities monitoring form to info@bowlsscotland.com marked Private and Confidential: Competitions & Events Co-ordinator.

Closing Date for Applications: 12 noon Fri 10th March

Virtual Interviews via Zoom: Monday 20th March