

## BOWLS SCOTLAND FULL TIME COMPETITION & EVENTS CO-ORDINATOR JOB DESCRIPTION

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| <b>Job Title:</b>         | Competitions & Events Co-ordinator F/T   |
| <b>Office Base(s):</b>    | The primary base is the National Centre for Bowling in Ayr, however Bowls Scotland operate a flexible working policy with a combination of working from home and office an option.                                   |
| <b>Reports To:</b>        | Competitions & Events Manager  |
| <b>Key Relationships:</b> | <ul style="list-style-type: none"> <li>▪ Bowls Scotland Staff</li> <li>▪ External Agencies</li> <li>▪ <b>sportscotland</b></li> <li>▪ Clubs</li> <li>▪ Volunteers</li> </ul>   |
| <b>Job Purpose:</b>       | To support the delivery of Bowls Scotland competitions by delivering high quality, efficient and customer focused administration and operational support to customers, volunteers and the Competition & Events team. |

### Key Responsibilities:

- Provide administrative support within the Competition & Events team to enable delivery of the Calendar of Events
- Undertake core administrative tasks, including preparation of letters, booking of venues, arranging meetings, catering etc
- Book travel and accommodation for National & International squads
- Liaise with players, coaches and support staff
- Monitoring and administering a range of email in-boxes
- Minute taking at meetings
- Entering, filing, retrieving and maintaining data from a range of computerised and manual systems
- Use draw software to produce competition draws and update results
- Update the website with competition information/draws/results etc
- Issue surveys, gather feedback and produce findings from all competitions/events
- Attend competitions/events when required to support delivery as part of the Competition & Events team
- Work with the Marketing & Communications Officers to promote all competitions
- Order clothing, medals and any other equipment/items as and when required
- Provide support to the High Performance & Para Bowls Managers on delivery of events
- Provide additional support to the office administration team during peak times
- Support the Bowls Scotland strategy and uphold the company values

### 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.