

BOWLS SCOTLAND – COMPETITIONS & EVENTS CO-ORDINATOR 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 Competition formats within Lawn Bowls
	Experience of using draw software to produce competition draws and update results
Experience of using the Microsoft Packages (Word, Excel, Powerpoint etc)	
Experience of using an email management system (e.g. Outlook)	
Experience of working in a customer focused environment dealing with a wide range of enquiries	
Experience of dealing effectively with the general public	Experience of working with staff and volunteers
Experience of using a customer relations system	Experience of using JustGo Membership System

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 – evenings and weekend working will form a big part of the role during the summer months	

