

BOWLS SCOTLAND EQUALITY, INCLUSION AND WELFARE MANAGER JOB DESCRIPTION

Job Title:	Equality, Inclusion and Welfare Manager
Office Base(s):	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.
Reports To:	Business Operations Manager
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Staff ▪ Bowls Scotland Clubs, Wellbeing & Protection Officers, Volunteers and Coaches ▪ Bowls Scotland Equality and Diversity Group Working Group ▪ Bowls Scotland's Empowering Women in Bowls Working Group ▪ SGB Equality Working Group ▪ Volunteer Scotland / Disclosure Scotland / sportscotland / Children 1st
Job Purpose:	Provide leadership across the sport to support the implementation of an Equality Action Plan with the aim of ensuring bowls is open and accessible. Drive continuous improvement and ensure that welfare is a consistent, significant, and substantive consideration in all aspects of Bowls Scotland's work.

Key Responsibilities

Equality and Inclusion

- Lead the development, delivery, and evaluation of the Bowls Scotland Equality Action Plan.
- Support our EDI delivery by managing key projects, supporting the organisation's learning from each of the EDI strands by sharing expertise with our staff and wider community, and engaging with local and national partners on EDI.
- Support Bowls Scotland's stakeholders - especially clubs, coaches, and volunteers to understand how equality projects can benefit them.
- Lead and support the Bowls Scotland Equality & Diversity working group.
- Lead and support the Empowering Women in Bowls working group.
- Act as lead for Equality Impact Assessments throughout Bowls Scotland activities.
- Work closely with Marketing and Communications Officer to develop and deliver equality communications for a range of target audiences.
- Working closely with Coach & Volunteer Manager to develop and deliver education and training in Equality topics.
- Forge and develop close working relationships with partner organisations to develop equality & diversity in Bowls.
- In partnership with Bowls Scotland's Membership and Business Officer, review and develop the Equality data held in JustGo, Bowls Scotland's club and membership system.
- Report to **sportscotland**, the Bowls Scotland Board, Senior Management Team, and Membership on progress against the Equality Action Plan.

Welfare

- Lead on staff mental wellbeing in the organisation.
- Work in partnership with Bowls Scotland's Lead Safeguarding Officer, Children 1st, and **sportscotland** to develop and review Safeguarding and Welfare policy and advice, sharing

areas of best practice, and identifying where improvements are required.

- Work closely with National Development Officers to support Bowls Clubs, Coaches and Wellbeing and Protection Officers to understand and review best practice in Welfare & Safeguarding.
- Working closely with Coach & Volunteer Manager to develop education and training in Welfare and Safeguarding.
- Work closely with Marketing and Communications Officer to develop and deliver welfare and safeguarding communications for a range of target audiences.
- Investigate and resolve Safeguarding concerns (for both adults and children) and maintain records in partnership with Bowls Scotland's Lead Safeguarding Officer, Bowls Scotland's Disciplinary Officer, and Bowls Scotland's Board Lead of Safeguarding.
- Attend and minute Safeguarding case meetings, recording discussions and decisions for inclusion on case files or for more general distribution, as required. The role will include developing and maintaining secure storage systems to ensure the confidentiality of sensitive information.
- In partnership with Bowls Scotland's Lead Safeguarding Officer and Bowls Scotland's Membership and Business Officer, maintain, review, and develop the safeguarding data held in JustGo, Bowls Scotland's club and membership system.
- Report to **sportscotland**, the Bowls Scotland Board and Senior Management Team, and Membership on Safeguarding Standards and PVG status.

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Draft reports and contribute to board and 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.