

BOWLS SCOTLAND – EQUALITY, INCLUSION AND WELFARE MANAGER PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS

Essential	Desirable
Educated to degree standard or equivalent. If no formal qualification, exceptional and appropriate work experience.	Relevant vocational qualification aligned with job role and remit.

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
Proven experience and knowledge of Equality, Diversity & Inclusion issues in a sporting context	Knowledge of the Bowls Scotland Strategy and lawn bowling landscape across Scotland
Proven experience and knowledge of welfare, ideally in a sporting context	
Experience of a busy, diverse, target driven working environment	
Highly literate in IT, including a sound knowledge of Microsoft products and online systems	
Excellent written and verbal communication and interpersonal skills	
Able to produce high quality reports and presentations	
Experience of working in a customer focused environment	
Experience of working with staff and volunteers	
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	
Acts with professionalism and integrity	
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	