

BOWLS SCOTLAND HEAD OF HIGH-PERFORMANCE BOWLS JOB DESCRIPTION

Job Title:	Head of High-Performance Bowls
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 is an option. This role will undertake travel across Scotland, the UK and abroad.
Reports To:	Chief Executive Officer
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Board ▪ Bowls Scotland Senior Management Team ▪ Bowls Scotland Staff ▪ Bowls Scotland High-Performance Coaches, Players, and Support Staff ▪ sportscotland and sportscotland Institute of Sport ▪ Commonwealth Games Scotland ▪ World Bowls ▪ Bowls Europe
Job Purpose:	<p>Provide leadership and direction to develop a system that consistently ensures Scottish bowlers can perform with distinction on the World Stage.</p> <p>Drive continuous improvement to ensure:</p> <ul style="list-style-type: none"> ▪ Scottish players consistently perform at Commonwealth, World and International Level ▪ A performance pathway for player development is in place ▪ A performance coach development framework and pathway is established with a positive culture & structure embedded ▪ An integrated Scottish competition structure supports performance athletes and coaches

Key Responsibilities

Strategy

- Contribute to the continuous evolution of Bowls Scotland strategic direction with a focus on driving improved performance systems and outcomes
- Review all aspects of our HP Bowls systems, policy, approaches, and programmes, transforming where necessary with innovation, data, and analytics
- Review, set and deliver key technical plans and strategies having consulted and listened to the key stakeholders
- Ensure a world class workforce is in place to deliver our plans
- Research, drive and integrate an inclusive and diverse approach to all elements of bowls
- Responsibility for developing the operational output to deliver the high-level outcomes of the strategy

Leadership and People

- Provide leadership to performance bowls in Scotland, cultivating a culture of world class values, standards and behaviours to inspire future generations

- Lead high performance bowls in Scotland through a period of change to create a winning mentality and culture
- Lead on High Performance planning for Bowls operations, researching best practice and engaging staff to structure Bowls operations to best meet strategic aims and delivery targets
- Motivate and support staff to identify and access learning opportunities for career and personal development
- Develop a clear and manageable High-Performance plan that will contain long term objectives, annual budgets and linked targets
- Provide effective leadership and direction to:
 - Staff and volunteers connected across the High-Performance team
 - Bowls Scotland High Performance Group
- Provide effective and supportive direct line management to the following Bowls Scotland staff, agreeing SMART objectives which are clearly linked to Bowls Scotland annual business plan and all staff under your management receive performance support in line with Bowls Scotland policies.
 - Competition and Events Manager
 - Head of Coaching and Volunteering Education
 - Para Performance Coordinator

Relationships and Communications

- Responsible for building, proactively maintaining, and overseeing positive relationships with a wide range of key stakeholders, including:
 - Drive role modelling and implementing inclusive, transparent communication practices across the High-Performance programme
 - Set clear communication infrastructure and accountability for all HP, Coaching and Competition staff as well as coaches, volunteers, and players
 - Engage with stakeholders within the Bowls Scotland to consult and share plans, drive engagement and promote Bowls Scotland:
 - Bowls Scotland Board, CEO, and staff team
 - Members, coaches, and volunteers
 - Influence, negotiate and collaborate with other sporting and Bowls organisations with whom we are in partnership to agree and achieve aims and objectives:
 - **sportscotland** and **sportscotland** Institute of Sport
 - Commonwealth Games Scotland
 - World Bowls
 - Bowls Europe

Finance and Business Operations

- Provide in-depth reports on key areas of responsibility and present to the CEO and board as required
- Responsible for all financial planning and management of HP operations and budget, prioritising in line with key strategic outcomes and KPI's
- Contribute to organisational budget planning, leading on aspects related to HP Bowls operations
- Work with the Finance Manager to create income, expenditure and surplus forecasts
- Provide timely, accurate reporting to inform financial planning, review, and sustainability
- Drive improvements in operational efficiency, financial and environmental sustainability
- Contribute to identification of potential sponsorship and further income generation opportunities

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 Bowls Scotland.