



BOWLS SCOTLAND COMPETITION AND EVENTS OFFICER JOB DESCRIPTION

Job Title:	Competition and Events Officer
Office Base(s):	The primary base of Bowls Scotland is the National Centre for Bowling in Ayr. However, Bowls Scotland operate a flexible working policy with a combination of working from home and either the office in Ayr or a sportscotland regional office.
Reports To:	Competition and Events Manager
Key Relationships:	<ul style="list-style-type: none">▪ Bowls Scotland Staff▪ External Agencies▪ Clubs▪ Volunteers
Job Purpose:	Lead on the planning and delivery of all Competitions & Events.

Key Responsibilities:

- Implement a project document for each competition/event and ensure targets/tasks are completed on time
- Plan and administer the Bowls Scotland Calendar of Events
- In conjunction with the Competition & Events manager; plan, monitor and administer event budgets
- Lead the Competition & Events Groups (volunteers) on all levels of planning and delivery, including chair of the Competitions & Events meetings
- To manage supplier relationships ensuring contractors are appointed in good time, on budget and in accordance with competition/event requirements
- To project manage all on-site inspections/planning meetings for competitions
- Promote trade stand opportunities at large scale competitions
- Identify marketing opportunities at competitions/events and work closely with the Marketing & Communication Officers
- Work closely with Bowls Scotland official partners to meet competition contractual agreements
- Liaise with South Ayrshire Council and other authorities in support of competitions
- Review all competitions/events and gather feedback where appropriate
- Attend all competitions & events where required
- Work with the Marketing & Communications Officers to promote all competitions
- Submit relevant content for club mailings, newsletters, website, and other publications

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.