

BOWLS SCOTLAND – COMPETITIONS & EVENTS OFFICER PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS

Essential	Desirable
Qualified to HNC/D level in a subject aligned with the job role and remit. If no formal qualification, exceptional and appropriate work experience.	

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 project planning and management	
Experience of a busy, diverse, target driven working environment	
Highly IT literate, including a sound knowledge of Microsoft products and online systems	
Excellent written and verbal communication and interpersonal skills	
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
	Experience of budget monitoring
	Awareness of Lawn Bowling in Scotland

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	