BOWLS SCOTLAND SEASONAL COMPETITIONS & EVENTS CO-ORDINATOR x2

SALARY: £12.00 per hour

TERM: May – September

TYPE: Contract for Services

LOCATION: National Centre for Bowling, Northfield, Ayr (Bowls Scotland operates a flexible working policy, therefore a combination of home and office working can be considered for this role).

Bowls is one of the biggest participation sports in Scotland with over 50,000 playing members and a vibrant community of clubs. We are seeking to recruit two enthusiastic and organised Competitions & Events Co-Ordinator's to lead on the delivery of Bowls Scotland's Competitions and Events throughout the bowling season. This is an excellent opportunity to work within a sports governing body alongside an experienced team.

We are looking for passionate, self-motivated individuals who can manage multiple projects or a diverse workload in a fast-paced environment. You must be hard working, motivated, and come with experience of delivering bowls competitions. Strong organisational skills, attention to detail, and sound knowledge and experience of Microsoft Office products including Word, Excel, and Outlook are essential for this role. Experience in customer relationship management systems would be an asset.

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are committed to selecting staff based on their ability to do the job for which they are being recruited. We encourage applications from all sectors of the community and would particularly welcome applications from females and people with a disability, as underrepresented groups in the bowing workforce.

For an informal discussion, please contact Kareena Cuthbert at info@bowlsscotland.com.

To apply, please send your CV, covering letter and equal opportunities monitoring form to info@bowlsscotland.com marked Private and Confidential: Competitions & Events Co-Ordinator.

Closing Date for Applications: 12noon on Tuesday 7th May

Virtual Interviews via Zoom: Tuesday 14th May