



BOWLS SCOTLAND COMPETITION AND EVENTS CO-ORDINATOR JOB DESCRIPTION

Job Title:	Competition and Events Co-Ordinator
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.
Salary:	£12.00 an hour
Contract for Services:	May to September 35 hour per week maximum – workflow will be based on the needs of the competition calendar. There is a requirement for services to be provided in the evenings, outside normal office hours at weekends or on bank and public holidays.
Reports To:	Competition and Events Manager
Key Relationships:	<ul style="list-style-type: none">▪ Bowls Scotland Staff▪ External Agencies▪ Clubs▪ Volunteers
Job Purpose:	Lead the delivery of Bowls Scotland’s competitions calendar for the 2024 season. Plan, co-ordinate, and administer all competition and event activity.

Key Responsibilities:

- Provide administrative support within the Competitions & Events team to enable delivery of the Bowls Scotland Calendar of Events.
- Undertake core administrative tasks including all Bowls Scotland event draws.
- Monitoring and administering competition email boxes.
- Organisation of event venues, including booking, catering, umpire co-ordination.
- Communicate with key volunteer groups, players, coaches and team managers.
- Updating of competition information, draws and results.
- Lead the delivery of Bowls Scotland’s Competitions and Events throughout the season.

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.