

## BOWLS SCOTLAND – COMPETITIONS AND EVENTS CO-ORDINATOR

### PERSON SPECIFICATION

Essential	Desirable
Experience of competition formats within Lawn Bowls.	Experience of managing a busy email system (e.g. Outlook).
Experience of the overall managing, planning and organising of sporting events.	Experience of using a customer relationship management system.
Ability to lead the delivery of Bowls Scotland competitions, plan, co-ordinate and administer all competition and event activity.	Experience of using draw software to produce competition draws and update results.
Flexibility – evenings and weekend working will form a big part of the role during the summer months.	Full UK Driving Licence.
Experience of using the Microsoft Packages (Word, Excel, PowerPoint etc).	
Ability to work under pressure to challenging timescales.	
Good self-discipline to work independently and manage a demanding workload.	
Enthusiastic, energetic, hardworking, trustworthy, and reliable.	
Excellent ability to develop trust and build strong relationships with individuals and collective groups.	
Able to act as a team player as well as leader and values advice from colleagues.	
Skilled in adapting communication style to the audience and situation.	
A network of contacts in the wider bowling community.	