



CHIEF EXECUTIVE OFFICER

RECRUITMENT PACK

OCTOBER 2024



 01292 294623

 bowlsscotland.com

 @Bowls Scotland

ABOUT US

Bowls Scotland is one of the biggest participation sports in Scotland with over 800 clubs and 50,000 members. We are seeking an energetic and visionary CEO who is enthusiastic about the opportunities ahead in our sport. This is an excellent opportunity to lead an experienced team and shape a dynamic organisation and sport in transition.

As the national governing body for the sport of lawn bowls in Scotland, we are striving to promote the ultimate sport for all, a sport which can improve your physical and mental health as well as providing a community that welcomes all.

Our goal is to continue to deliver the sport that over 50,000 bowlers across Scotland love whilst working to innovate and develop our sport so that more people can take part and discover the benefits of bowls.

We want to challenge the perceptions and stereotypes, but also adhere to the tradition of our wonderful game whilst modernising our competitions and practices to welcome more people to play a sport that everyone can take part in.

Did you know..?

We increased the number of Bowls

Scotland members by 0.6% from 49,695 to 50,012.

Did You Know..?

There are 447 TryBowls Clubs encouraging fun, safe, warm & welcoming club environments for everyone!

OUR VALUES

Teamwork
Inclusion
Integrity
Clarity
Ambition



ABOUT YOU

Person Specification

Bowls Scotland is looking for a Chief Executive Officer to lead and oversee our governance, people and operational functions, ensuring efficiency, effectiveness, and alignment with Bowls Scotland's strategic priorities and plans.

This key role requires a strong background in governance, business operations, people management & strategic planning, along with leadership experience, excellent communication skills, and the passion and commitment required to drive continuous improvement.

Excellent organisational management skills and experience are essential for this role.

Additional knowledge and experience of change management would also be beneficial.

Knowledge, Skills and Experience Required

- Demonstrable previous experience of operating at a senior level.
- Significant experience in managing people and in developing strategies for people and organisational development.
- Analytically minded with strong planning, organisation, and project management skills.
- Ability to develop risk management strategies, establish internal controls, and ensure compliance with regulatory governance requirements.
- An understanding of financial planning, with experience of accountability for budgets
- Experience in managing within an organisation with multiple and diverse revenue and funding sources.
- A knowledge and passion for sport

Qualities and Competencies

- A leader by influence, values, and behaviour, who can lead teams and demonstrate a people-first philosophy.
- Effective and accurate communication skills, both written and verbal.
- Ability to prioritise own workload and balance conflicting demands.
- Thorough and methodical in approach with excellent attention to detail
- Able to work as part of a team, and with a commitment to coaching and mentoring of staff
- Active listening skills with the ability to manage conflict and seek solutions to problems.
- High levels of integrity and trust.

If you're excited about this role, but your experience may not align fully with every element of the Job Description or Person Specification, consider applying if you believe you have what it takes to be the next Bowls Scotland CEO. You may be just the right candidate for this role, and your talent, skills and experience may be just what Bowls Scotland needs to help it continue to develop and thrive.



ABOUT THE ROLE

Job Title:	Chief Executive 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:	Chair, Board of Directors
Key Relationships:	<ul style="list-style-type: none">• Chair• Bowls Scotland Staff• Bowls Scotland Board• World Bowls• sportscotland• External Agencies and Partners
Job Purpose:	The Chief Executive Officer (CEO) has overall responsibility for the management of the operations of Bowls Scotland, as well as ensuring the development and delivery of the Bowls Scotland Strategy and Business Plan. Overseeing and ensuring the smooth operation of key functions within the organisation and ensure a high quality service for members.

General Responsibilities

- Positively promoting Bowls Scotland and its activities at all opportunities.
- Upholding the organisational values of Bowls Scotland
- Maintaining knowledge of and adhere to the published Bowls Scotland policies
- Maintaining own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.
- Any other tasks as reasonably requested by the Board.
- Promote and uphold equality, diversity and inclusion.

The above job description will be subject to annual review to reflect the needs of the Bowls Scotland.



ABOUT THE ROLE

Key Responsibilities:

Leadership & Governance

- Creating a positive culture in Bowls Scotland.
- Developing and communicating the vision and values of Bowls Scotland and ensuring they are embedded within all aspects of Bowls Scotland activities
- Represent Bowls Scotland with other SGBs and/or stakeholders to share information, promote good practice and develop services and networks.
- Maintaining awareness of the competitive market landscape, membership opportunities, Scottish and World developments, etc.
- Communicating, on behalf of Bowls Scotland, with shareholders, funders, and the members.
- Supporting the Board Directors to advise and develop the strategy of Bowls Scotland
- Ensuring adherence to legal guidelines and in-house policies, to maintain Bowls Scotland's legality and business ethics

Operations

- Working closely with the Business Operations Manager (BOM) and key staff to monitor, review and refine the operations of Bowls Scotland's procedures and policies.
- Supporting the senior management team in the delivery of BS Strategic Objectives, KPI's and all operational targets.
- Working closely with BS partners and other stakeholders as necessary to ensure efficient service provision.
- Ensuring effective monitoring, timely reporting and delivery on budget spend and income, in line with BS's financial policies and procedures
- In partnership with the BOM and Lead Safeguarding Officer, managing all discipline and welfare matters
- Preparing reports on outcomes of service delivery, as required.

Business Development

- Ensuring monitoring, evaluation and risk management systems are followed, reviewed systematically and where necessary improved.
- Establishing and reviewing operational targets in liaison with the BOM and relevant staff teams.
- Ensuring direct line managed staff members receive appropriate support and supervision.
- With the BOM, review and where necessary improve existing performance management systems and work on issues related to human resources management..
- Having oversight of the various departments of Bowls Scotland and how they work together to achieve shared priorities and goals.
- Consulting with stakeholders to determine the future path of Bowls Scotland.



HOW TO APPLY

Essential Information

Remuneration

Competitive salary / Workplace pension contribution 5% employee + 3% employer / 25 days holiday per year plus 10 statutory days.

Hours of Work

37.5 hours per week, which represents full-time hours. Flexibility is required to work evenings and weekends, for which TOIL can be taken

Base

The primary base of Bowls Scotland is the National Centre for Bowling in Ayr. However, Bowls Scotland operates a flexible working policy with a combination of working from home, and at the office in Ayr.

Requirements

Full clean UK driving licence and own vehicle.

To Apply

Please submit your CV together with information on how your skills and experience meet the requirements of the role (please see the person specification).

Please submit applications to: brogansinclair@bowlsscotland.com

For an informal discussion about the role, please contact Michael Cavanagh, Bowls Scotland Board Director on 07748 333563.

Closing Date: **October 25th at 5pm.**

Interviews will be held week beginning **November 4th.**

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are an equal opportunities employer and are committed to selecting staff based on their ability to do the job for which they are being recruited. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of discrimination. We encourage applications from all sectors of the community and would particularly welcome applications from women and people with a disability, as underrepresented groups in the bowling workforce.

