

## BOWLS SCOTLAND EVENTS MANAGER JOB DESCRIPTION

<b>Job Title:</b>	Events Manager
<b>Office Base(s):</b>	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 the office in Ayr.
<b>Salary:</b>	£28 - £32k per annum (based on relevant experience)
<b>Reports To:</b>	Head of High Performance
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Bowls Scotland Staff</li> <li>▪ Bowls Scotland Board</li> <li>▪ External Agencies, Partners and Suppliers</li> <li>▪ Clubs</li> <li>▪ Volunteers</li> </ul>
<b>Job Purpose:</b>	Lead the delivery of all Bowls Scotland events in line with our strategic objectives to provide a safe, accessible, inclusive environment for all involved.

### **Key Responsibilities:**

#### Project Management:

- Develop the Bowls Scotland calendar of events, identifying opportunities for growth and innovation in line with our strategic objectives.
- Develop, monitor and manage event budgets, ensuring financial stability and effective resource allocation.
- Implement methods of data collection and analysis to enable the provision of reports on event performance, audience engagement, financial outcomes and impact against strategic goals.

#### Operational Delivery:

- Oversee all logistics, timelines and budgets ensuring the smooth delivery of all events.
- Manage the production of detailed plans and schedules ensuring clear communication and coordination across all teams.
- Ensure administrative tasks including email inboxes, phone lines, events correspondence, enquiries and contracts and are dealt with promptly.

#### Partnership Engagement:

- Maintain and strengthen established relationships with existing partners and develop new opportunities to generate income.
- Act as primary point of contact for Bowls Scotland's current clothing partnership contract.
- Oversee the National Centre for Bowling and partnership with local authority and other key stakeholders.

#### Team working:

- Proactively engage and manage key volunteer groups to support the delivery of events.
- Work collaboratively with Competitions Manager and wider staff team to ensure quality delivery of all Bowls Scotland competitions and events.

### **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 and Board 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.