



BOWLS SCOTLAND EVENTS MANAGER

SALARY: £28,000 - £32,000 per annum (based on relevant experience)

TERM: Full time fixed position

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 Scotland represents more than 50,000 playing members over 800 clubs, making us one of the largest member sporting governing bodies in Scotland. This position has the responsibility to provide an engaging, inclusive and accessible environment for our current diverse membership whilst connecting and enticing a new audience of players and partners to get involved in our great sport.

We are looking for an enthusiastic Events Manager to ensure the operational delivery of all Bowls Scotland events, including but not limited to the National Championships and other national competitions, AGM, partnership engagement days and membership engagement roadshows. Ideally you will have experience in dealing with event planning and ensure all events are organised and delivered to high professional standards, taking proper account of Health & Safety, Equality Act and other relevant legislation.

You will shape events from start to finish, collaborating closely with the Bowls Scotland staff team and external partners to deliver against clearly defined objectives. Monitoring and managing of budgets to ensure they are delivered on target as well as develop and investigate other revenue streams to generate income for the organisation.

We are committed to promoting a diverse and inclusive workplace where we can embrace and value individuality. We are committed to employment practices that promote diversity and inclusion and encourage all applications regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

To apply, please send your CV, covering letter and equal opportunities monitoring form to kareenacuthbert@bowlsscotland.com marked Private and Confidential: Events Manager

For an informal discussion or further information please contact Kareena Cuthbert, Head of High Performance, on 07355 672080

Closing Date for Applications: 12 noon, Monday 4th November 2024

Face to Face interviews: Thursday 14th & Friday 15th November 2024