



BOWLS SCOTLAND MEMBERSHIP AND ADMINISTRATION OFFICER

SALARY: £24,000

TERM: Full Time / Permanent

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, one of the largest participation sports in Scotland with over 800 clubs and 50,000 members, is seeking an enthusiastic and organised Membership and Administration Officer. This role is crucial for delivering exceptional membership services and administrative support across our governing body.

What we are looking for:

- **CRM Experience:** Proficient with Customer Relationship Management systems.
- **Customer-Focused:** You are dedicated to providing excellent service to our members and can handle inquiries and issues professionally.
- **Team Player:** You thrive in a team environment and are always willing to support your colleagues.
- **Excellent Communication Skills:** You have strong verbal and written communication skills, enabling you to interact effectively with members and colleagues.
- **Tech-Savvy:** You are comfortable using various software and technology tools to streamline administrative tasks and data analysis.
- **Time Management:** You are skilled at managing your time effectively to meet deadlines and handle multiple tasks simultaneously.
- **Problem Solver:** You have a proactive approach to problem-solving and can handle unexpected challenges with ease.

Why Join Us?

- Be part of a dynamic and supportive team.
- Contribute to the growth and success of one of Scotland's most popular sports.
- Enjoy a role that offers variety and the opportunity to make a real impact.

If you are hardworking, motivated, and ready to take on a new challenge, we would love to hear from you!

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are committed to selecting staff based on their ability to do the job for which they are being recruited. We encourage applications from all sectors of the community and would particularly welcome applications from females and people with a disability, as underrepresented groups in the bowling workforce.

For an informal discussion please contact Brogan Sinclair, Business Operations Manager on 07841 923 451 or email brogansinclair@bowlsscotland.com

To apply, please send your CV, covering letter and equal opportunities monitoring form to info@bowlsscotland.com marked Private and Confidential: Membership and Administration Officer.

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

Face to Face Interviews: Monday 11th – Wednesday 13th November 2024