

BOWLS SCOTLAND PERFORMANCE CO-ORDINATOR JOB DESCRIPTION

Job Title:	Performance Co-Ordinator
Contract Type:	Part time, 1yr fixed term rolling contract
Salary:	£12,750
Office Base(s):	The primary base is the National Centre for Bowling in Ayr, however Bowls Scotland operate a flexible working policy with a combination of working from home and office an option.
Reports To:	Head of High Performance
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Staff ▪ Performance coaches and players ▪ sportscotland ▪ Suppliers/Partners/External Agencies
Job Purpose:	To support the delivery of the Bowls Scotland High Performance Programme and strategic plan through high quality, efficient and customer focussed administration and operational support.

Key Responsibilities:

Administration

- Provide effective support to the High Performance department by assisting planning, coordination and administration including:
 - Programme activity including training and competitions
 - Programme meetings
 - Programme selection process.
 - Clean Sport education.
- Support performance bowls in Scotland through a period of change promoting the culture, values and professional behaviours expected by Bowls Scotland in a performance environment.
- Ensuring an effective filing system is in place to maintain an accurate audit trail of all programme activity and processes.
- Manage performance enquires from external or internal partners.
- Support performance staff in the planning, coordination, and delivery for Bowls Scotland National Teams at international events and future Commonwealth Games.

Communication

- Be the main point of contact for players within the performance pathway.
- Support performance staff in promotion and communication of performance events on the calendar, identifying appropriate promotional opportunities and resources.
- Coordinate the preparation of reports and information bulletins, across the areas of Performance for mailings, newsletter, website, and other publications as necessary
- Liaise, and attend meetings, as appropriate, with external contractors to support the coordination and effective programme delivery including, facilities, event planning and Commonwealth Games delivery.

Monitoring and Reporting

- Assist the Head of High Performance in developing and maintaining effective systems and procedures to monitor and evaluate performance against targets and outcomes in the area of Performance.
- Support Head of High Performance to provide timely monthly, six monthly and annual monitoring & evaluation reports to an agreed format for the Senior Management team, the Board, **sportscotland** and key partners.

Finance

- Provide financial support to the Head of High Performance maintaining and tracking spend over the year, against the Performance budget.
- Prepare invoices for services delivered.
- Liaise with the Finance Team to make sure all payments and charges are dealt with quickly and efficiently.

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Support reports and contribute to staff 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.