



BOWLS SCOTLAND – PERFORMANCE CO-ORDINATOR

PERSON SPECIFICATION & ADDITIONAL INFORMATION

We're on the hunt for a fantastic, driven and dedicated individual to join our High Performance Team. We are looking for a proactive individual who would thrive and an exciting and fast paced environment. As performance coordinator you will be responsible for providing administrative support for Bowls Scotland's High Performance team, supporting effective planning and delivery of performance programme delivery.

You will play a pivotal role in our team, working closely with the Head of High Performance, performance coaches and programme athletes. As the first point of contact for the performance programme strong interpersonal and communication skills are a must and experience maintaining and establishing relationships working with a wider team would be welcomed.

Essential:

- Experience of project co-ordination and administration within a multidisciplinary team.
- Experience of working with coaches, athletes, and volunteers within a range of contexts.
- Literate in IT, including a sound knowledge of Microsoft products
- Excellent Excel and Database management
- Excellent written and verbal communication and interpersonal skills
- Enthusiastic, hardworking and reliable with the ability to build trust, inspire and enhance performance when working as part of a team.
- Excellent organisational skills and attention to detail.
- Ability to remain calm under pressure and problem-solve on the go.
- Flexibility to work varied hours based on event timings and performance programme demands.

Desirable:

- Experience in planning budgets and budget tracking
- Knowledge of performance pathways and the wider sporting landscape.
- A valid UK drivers licence

ADDITIONAL INFORMATION

Contract: Part time 1 year fixed term annual rolling contract based on successful completion of a six-month probationary period from the date of employment.

Holidays: The Employer's holiday year runs from 1st January to 31st December inclusive. Your full-time entitlement to holiday would, in addition to 10 days public holidays, be 0.5 of 25 working days paid holiday in each year.

Pension Scheme: The governments' auto-enrolment scheme will be available to you. More details will be made available at appointment stage.



Expenses: You will be entitled to be reimbursed for all reasonable expenses properly incurred in the performance of your duties in accordance with Bowls Scotland Financial procedures.

Salary: £12,750

Contracted hours: 20 hours per week. The nature of the organisation is that meetings and events happen at weekends and evenings and the postholder will be required to attend events out with normal Monday to Friday working hours.