

Role Description: Assistant Secretary, Scottish Bowls Umpiring Committee (Voluntary Position)

Position Title: Assistant Secretary

Organisation: Scottish Bowls Umpiring Committee

Location: Remote/Virtual (with occasional in-person meetings)

Reports To: Honorary Secretary, Scottish Bowls Umpiring Committee

Position Type: Volunteer

Role Overview:

The Assistant Secretary will work closely with the Honorary Secretary to provide secretarial and administrative support to the Scottish Bowls Umpiring Committee. This is a voluntary position, and the successful candidate will play a key role in ensuring the smooth and effective operation of the committee and umpiring in Scotland. The Assistant Secretary will assist with managing communications, record-keeping, event coordination, and other administrative tasks, all while maintaining the high standards of professionalism and attention to detail required for this important role. The candidate does not require to be an umpire as this role does not involve the training or examination of umpires.

Key Responsibilities:

- **Administrative Support:** Provide assistance to the Honorary Secretary and the Scottish Bowls Umpiring Committee, including managing emails, correspondence, and filing systems.
 - **Meeting Preparation & Minutes:** Assist in preparing agendas for committee meetings, take detailed minutes during meetings, and distribute them to committee members promptly.
 - **Record Keeping:** Maintain accurate records of committee decisions, correspondence, and other important documents, ensuring they are properly filed and easily accessible.
 - **Communication Management:** Help with the dissemination of information to committee members and external stakeholders, ensuring all communications are clear, timely, and professional.
 - **Data Entry & Reporting:** Assist with data entry tasks, compiling reports, and updating databases to track committee activities and progress.
 - **Additional Support:** Undertake other administrative tasks as required by the Honorary Secretary to ensure the effective functioning of the Scottish Bowls Umpiring Committee.
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Key Skills & Qualifications:

- **Attention to Detail:** Exceptional focus on accuracy and thoroughness in all tasks, ensuring high-quality work and avoiding errors.

- **Computer Literacy:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with email platforms and digital tools. Basic knowledge of online collaboration tools (e.g., Google Drive, Zoom) is beneficial.
 - **Administrative Skills:** Strong organisational abilities, with the capacity to handle multiple tasks and manage time effectively to meet deadlines.
 - **Communication Skills:** Excellent written and verbal communication skills to liaise effectively with committee members and external stakeholders.
 - **Discretion & Confidentiality:** Ability to handle sensitive information with professionalism and maintain confidentiality at all times.
 - **Teamwork & Collaboration:** Ability to work well within a team, supporting the Honorary Secretary and other committee members.
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Commitment & Benefits:

- This is a voluntary position, with the opportunity to contribute to the development and success of bowls umpiring in Scotland.
 - Gain valuable experience in secretarial and administrative tasks
 - Opportunity to network with professionals in the field of Scottish bowls umpiring.
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How to Apply:

Interested candidates should submit a brief expression of interest and a CV outlining their relevant experience and skills to umpiresecretary@gmail.com. The closing date for applications is 12noon on Monday 10th March 2025.

The Scottish Bowls Umpiring Committee welcomes applications from all members of society who meet the criteria for this voluntary role.

This role is a great opportunity for someone passionate about bowls and looking to contribute their skills in a meaningful way while gaining experience in administration and committee work.