



BOWLS SCOTLAND – SAFEGUARDING AND ADMINISTRATION OFFICER

SALARY: £24,570

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:

- **Safeguarding Knowledge:** Proficient in safeguarding policies and procedures, ensuring the safety and well-being of all individuals.
- **Attention to Detail:** Meticulous in maintaining accurate records and handling administrative tasks.
- **Resilience:** Able to maintain professionalism and composure in stressful situations.
- **Strong Ethical Standards:** Demonstrates integrity and maintains confidentiality in all safeguarding matters.
- **Customer-Focused:** You are dedicated to providing excellent service to our members and can handle inquiries and issues professionally.
- **Team Player:** Works collaboratively with colleagues and external agencies to ensure the safety and well-being of all individuals.
- **Excellent Communication Skills:** You have strong verbal and written communication skills, enabling you to interact effectively with members and colleagues.
- **Technological Proficiency:** Competent in using administrative software and maintaining digital records securely.

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 923451 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 31st March 2025