

BOWLS SCOTLAND SAFEGUARDING AND ADMINISTRATION OFFICER JOB DESCRIPTION

Job Title:	Safeguarding and Administration Officer
Office Base(s):	The primary base of Bowls Scotland is the National Centre for Bowling in Ayr. However, Bowls Scotland operate a flexible working policy with a combination of working from home and either the office in Ayr or a sportscotland regional office.
Reports To:	Business Operations Manager
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Staff ▪ External Agencies and Partners ▪ sportscotland ▪ Clubs ▪ Volunteers
Job Purpose:	The Safeguarding and Administration Officer will have responsibility for delivering safeguarding, finance and general administration services across the organisation to deliver Bowls Scotland's corporate strategy.

Key Responsibilities:

Safeguarding:

- Support the Lead Safeguarding Officer with the application and development of Bowls Scotland safeguarding policies and procedures.
- Lead the management of PVG applications and administration.
- Manage and monitor enquiries from membership via the dedicated safeguarding inbox, maintaining confidentiality and security throughout.
- Provide advice and support to club Wellbeing & Protection Officers.
- Ensure safeguarding standards are consistently met, maintained and improved.

Administration:

Collaborate effectively with the Membership and Administration Officer to deliver the following:

- Provide a high-quality customer focused reception, including monitoring and administering enquiries via the phone line and Info@ email inbox.
- Entering, filing, retrieving and maintaining data from a range of digital and manual systems.
- Other duties as may reasonably be required by the organisation.

Finance:

- Support the Finance Manager with administration duties.
- Record company activity on the financial management system to provide accurate information for the purposes of filing accounts.
- Support with any enquiries and questions related to financial operations.
- Ensure financial process and procedures are followed in line with financial manual and policy.

General:

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Draft 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 Bows
Scotland.