

BOWLS SCOTLAND COACH & VOLUNTEER MANAGER JOB DESCRIPTION

Job Title:	Coach & Volunteer Manager
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:	Head of High Performance
Key Relationships:	▪ Bowls Scotland Staff ▪ External Agencies ▪ sportscotland ▪ Clubs ▪ Volunteers ▪ District Co-Ordinators / District Youth Co-Ordinators
Job Purpose:	Lead on all aspects of Bowls Scotland's quality coach and volunteer programme to increase the quantity, quality and diversity of coaches and volunteers working in bowls in Scotland, including: • Leading on the creation and implementation of a Coach and Volunteer Strategy incorporating the Coaching Scotland Framework actions • Managing the education, learning and development programme for coaches in Scotland • Managing the education, learning and development of volunteers in Scotland • Managing the tutor workforce and delivery planning of coach and volunteer programmes • Managing the coaching and volunteer education budget

Key Responsibilities:

Tutor Support and Development

- Recruit and grow a sustainable tutor workforce to deliver coach and volunteer education
- Communicate regularly with workforce with relevant information
- Deliver annual upskilling and development days for workforce.

Coach and Volunteer Development

- Lead on the development, delivery and review of Bowls Scotland's coach education awards, volunteer development programme and coaching/HP pathway
- Review and develop resources for all Bowls Coaching qualifications
- Oversee and maintain the coach and volunteer database
- Develop and implement a mentoring programme for tutors and identified club coaches
- In partnership with the Head of High Performance support the development of a mentoring programme for Performance coaches and growth of HP opportunities
- Review, develop and oversee the implementation of the CPD programme for coaches
- Maintain and update Brightspace platform for education and development resources

National Education Calendar

- Co-ordinate and manage the national education calendar ensuring all coaching, volunteer, and tutor courses and CPD opportunities are listed.

- Ensure all booking procedures are in place on CRM system
- Liaise with marketing and communications team to ensure courses are appropriately marketed.

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 Bowls Scotland.