



BOWLS SCOTLAND INCLUSION DEVELOPMENT OFFICER JOB DESCRIPTION

Job Title:	Inclusion Development Officer
Office Base(s):	The primary base is the National Centre for Bowling in Ayr; however, Bowls Scotland operate a flexible working policy with a combination of working from home and office an option.
Reports To:	Business Operations Manager
Key Relationships:	<ul style="list-style-type: none">• Bowls Scotland Staff• Clubs• Volunteers• External organisations
Job Purpose:	To support and develop clubs and the wider sport to provide inclusive opportunities for people to participate in bowls at all levels, with a focus on: <ul style="list-style-type: none">• Embedding equality, diversity and inclusion within clubs• Increasing diversity of membership• Removing barriers to participation

Key Responsibilities

Equality, Diversity and Inclusion (EDI)

- Ensure the effective implementation of Bowls Scotland Inclusion Projects.
- Provide hands on support to clubs to embed inclusion, providing solutions, resources, and good practice examples.
- Provide advice and guidance to clubs and volunteers on EDI related issues.
- Lead and support the Bowls Scotland EDI Advisory Group.
- Lead and support the Bowls Scotland EDI Internal Action Group.
- Lead the implementation of Bowls Scotland's Mental Health Charter Action Plan.
- Support Bowls Scotland to progress against the Moving to Inclusion framework.
- Co-ordinate EDI training.

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland.
- Collect and analyse relevant data, draft reports and contribute to staff meetings.
- Maintain knowledge of and adhere to 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.
- Undertake any other duties as reasonably required by the organisation.

The above job description will be subject to periodic review to reflect the needs of the Bowls Scotland.