



## **BOWLS SCOTLAND – INCLUSION DEVELOPMENT OFFICER**

**SALARY:** £27,851 per annum

**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 will be considered for this role).

### **About Bowls Scotland**

Bowls Scotland is proud to be one of the largest participation sports in Scotland, with over 800 clubs and 48,000 members forming the backbone of our game. We are committed to supporting our clubs to thrive while ensuring that bowls is a welcoming, inclusive and accessible sport for people from all backgrounds and communities.

### **The Role**

We are seeking an Inclusion Development Officer to lead and support the development of equality, diversity and inclusion across bowls in Scotland. This role focuses on creating a more inclusive sport by supporting clubs to build welcoming environments, remove barriers to participation and reflect the diversity of the communities they serve.

Working closely with clubs, volunteers, Bowls Scotland staff and external partners, you will help embed inclusive practices and deliver targeted initiatives that increase participation from underrepresented groups. You will play a key role in driving cultural change across the sport, ensuring that equality, diversity and inclusion are at the heart of everything we do.

### **Key Responsibilities**

In this role, you will lead the implementation of Bowls Scotland's inclusion projects and provide practical, hands-on support to clubs to help them embed inclusive practices in their day-to-day operations. You will offer advice and guidance to clubs and volunteers on equality, diversity and inclusion matters, and support them in identifying and removing barriers that may prevent individuals from taking part in bowls.

You will also take a leading role in supporting both the EDI Advisory Group and the internal EDI Action Group, helping to ensure that inclusion is embedded across the organisation. As part of this, you will oversee the delivery of equality, diversity and inclusion training and contribute to the development of learning opportunities for staff, volunteers and clubs.

More broadly, you will work collaboratively with clubs and partners to increase participation among underrepresented groups, build strong relationships across the sport and community, and contribute to the ongoing development of bowls in Scotland.

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## About You

You will be passionate about equality, diversity and inclusion and will understand the barriers that individuals and communities may face when accessing sport. You will be confident working with a wide range of stakeholders, including clubs, volunteers and partners, and will be able to influence positive change in a supportive and practical way.

You will be organised, proactive and capable of managing a varied workload within a fast-paced environment. You will also be motivated to make a difference, with the ability to support organisations to become more inclusive, welcoming and reflective of their communities.

## Person Specification

### Essential:

- Proven experience delivering or supporting Equality, Diversity and Inclusion initiatives within a sporting or community context.
- Experience of supporting and developing sports clubs, organisations or community groups.
- Strong understanding of barriers to participation and how these can be addressed in a practical way.
- Excellent communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders.
- Strong organisational and project management skills, with the ability to manage competing priorities and meet deadlines.
- Experience of delivering training, workshops or group sessions to a range of audiences.
- Ability to influence and support positive cultural change within organisations.
- A team player with the ability to work with and motivate others.
- Self-motivated and proactive, with a positive and energetic approach to work.
- Competent in using IT systems and digital tools.
- Ability to work under pressure and to challenging timescales.
- Flexibility to work varied hours, including evenings and weekends, based on the needs of the sport.

### Desirable:

- Knowledge of the sport of bowls in Scotland and its structures, including clubs, competitions and governance.
  - Experience of working with underrepresented or diverse communities.
  - Understanding of relevant inclusion frameworks, such as Moving to Inclusion.
  - Experience of working within a sport governing body or development environment.
  - A relevant qualification in sport development, community development or a related field.
  - A valid UK driving licence and access to a car, as travel across Scotland is required.
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### Additional Information

- **Contract:** Permanent on successful completion of a six-month probationary period.
  - **Holidays:** The Employer's holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December inclusive. Your full-time entitlement to holiday would be, in addition to 10 days public holidays, 25 working days paid holiday in each year.
  - **Pension Scheme:** The governments' auto-enrolment scheme will be available to you.
  - **Expenses:** You will be entitled to be reimbursed for all reasonable expenses properly incurred in the performance of your duties in accordance with Bowls Scotland Financial procedures.
  - **Contracted hours:** 37.5 hours per week. From time to time, there will be a requirement to work evenings and weekends with this role, for which time off in lieu will be provided.
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### How To Apply

To apply, please send your CV, covering letter and equal opportunities monitoring form to [info@bowlsscotland.com](mailto:info@bowlsscotland.com) marked Private and Confidential: Inclusion Development Officer.

For an informal discussion please contact Brogan Sinclair, Business Operations Manager, on 07841 923451 or [brogansinclair@bowlsscotland.com](mailto:brogansinclair@bowlsscotland.com).

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are committed to promoting a diverse and inclusive workplace where we can embrace and value individuality. We are committed to employment practices that promote diversity and inclusion and encourage all applications regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

The job description for this post can be found on the Bowls Scotland website.

**Closing Date for Applications:      Sunday 21<sup>st</sup> June 2026**

**Face to Face interviews:              Tuesday 7<sup>th</sup> July - Ayr**