

BOWLS SCOTLAND – COMPETITIONS MANAGER

SALARY: £33,990 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 can be considered for this role). The Competitions Manager is required to be onsite for the delivery of the National Championships and other competitions as required.

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. Our competitions programme is central to the sport in Scotland, providing opportunities for bowlers at all levels and culminating in our prestigious National Championships, which showcase the very best of the game.

The Role

Are you passionate about sport, competition delivery and creating exceptional participant experiences? Bowls Scotland is seeking an ambitious, organised and forward-thinking Competitions Manager to lead the delivery and ongoing development of our national competitions programme. This is an exciting opportunity for someone who thrives on organisation, enjoys working collaboratively with volunteers and stakeholders, and is motivated by continuous improvement.

Working closely with clubs, district volunteers, national officials and colleagues, you will be responsible for ensuring our competitions are delivered to the highest standard while identifying opportunities to modernise systems, processes and participant experiences. You will play a key role in shaping the future of competition delivery in Scotland, helping to develop efficient, sustainable and member-focused competitions that meet the needs of the modern game.

This role offers the opportunity to make a lasting impact on a key area of Bowls Scotland's work, ensuring that our competitions continue to provide high-quality experiences for participants, volunteers and clubs across the country.

Key Responsibilities

- Develop Bowls Scotland's competition strategy.
- Lead and oversee the delivery of all Bowls Scotland competitions.
- Manage and support a network of volunteers, including District Coordinators, Competition Coordinators and Umpires.
- Develop efficient and effective competition administration processes.
- Utilise competition management systems to manage draws, results, participation data and reporting.
- Drive the modernisation of competition delivery, particularly at National Championships and major competitions.
- Work collaboratively with colleagues to deliver high-quality National Championships and other competitions.
- Build strong relationships with clubs, districts, volunteers and key stakeholders.

About You

We are seeking a highly organised and proactive individual with experience delivering bowls competitions. You will be an excellent communicator, confident in working with volunteers, clubs and stakeholders, and motivated by continuous improvement. Most importantly, you will share Bowls Scotland's ambition to deliver high-quality competition experiences and support the ongoing development of bowls in Scotland.

Person Specification

Essential:

- Experience of planning, administering and delivering bowls competitions.
- Ability to build and maintain effective relationships with volunteers, clubs, stakeholders and colleagues.
- Proficient in Microsoft Excel, with the ability to create and manage competition draws, schedules and scorecards, as well as maintain accurate data, analyse information and produce meaningful reports.
- Strong administrative, organisational and communication skills, with excellent attention to detail and the ability to manage priorities effectively in a fast-paced environment.
- Proactive, solutions-focused and resilient, with the ability to work effectively under pressure and consistently deliver high-quality outcomes.
- Passion for delivering outstanding participant and volunteer experiences, with a commitment to the values, vision and objectives of Bowls Scotland.
- Willingness to work evenings and weekends and travel throughout Scotland as required.

Desirable:

- Proven ability to manage multiple projects, deadlines and competing priorities.
- Experience of recruiting, coordinating and supporting volunteers.
- Experience of working within a National Governing Body, membership organisation or sports environment.
- Knowledge of bowls and the competition structure within Scotland.
- Experience of using digital systems and software to support operational delivery, alongside the ability to identify and implement improvements to systems, processes and ways of working.
- Experience of using competition management software.
- Experience of using technology and innovative approaches to improve efficiency, engagement and the participant experience.
- Experience of analysing participation or performance data to support decision making.
- Ability to think strategically while maintaining a strong operational focus.
- Full UK driving licence and access to a vehicle.

If you are ready to help create memorable experiences for our members and contribute to the future success of bowls in Scotland, we would love to hear from you.

Additional Information

- **Contract:** Permanent on successful completion of a three-month probationary period.
- **Holidays:** The Employer's holiday year runs from 1st January to 31st 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.

How To Apply

To apply, please submit your CV, covering letter and equal opportunities monitoring form to info@bowlsscotland.com marked Private and Confidential: Competitions Manager.

For an informal discussion or further information please contact Kareena Cuthbert, Head of High Performance, on 07355 672080 or kareenacuthbert@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 27th September 2026

Face to Face interviews: Thursday 8th October 2026