

BOWLS SCOTLAND COMPETITIONS MANAGER JOB DESCRIPTION

Job Title:	Competitions Manager
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. The Competitions Manager is required to be onsite for the delivery of the National Championships and other competitions as required.
Reports To:	Head of High Performance
Key Relationships:	▪ Bowls Scotland Staff ▪ External Agencies, Partners and Suppliers ▪ Clubs ▪ Volunteers
Job Purpose:	Lead the effective delivery and development of all Bowls Scotland competitions, ensuring high quality, efficient and modern competition structures and processes that deliver Bowls Scotland's strategic aims and enhance the experience for participants, volunteers and stakeholders.

Key Responsibilities:

- Develop Bowls Scotland's competitions strategy to ensure our competitions have a clear purpose and alignment to the Bowls Scotland Strategy.
- Lead, coordinate and oversee the delivery of all Bowls Scotland competitions, ensuring competitions are delivered efficiently, effectively and to a high standard.
- Ensure appropriate rules, conditions of play, and other policies and procedures are in place for all Bowls Scotland competitions.
- Recruit, manage, support and develop a team of District Coordinators to support the delivery of Stage I of the Bowls Scotland National Championships.
- Recruit, manage, support and develop competition volunteers, to support the delivery of Bowls Scotland competitions, ensuring appropriate recruitment, training and deployment.
- Develop and implement efficient administrative and competition management processes to improve service delivery and reduce operational inefficiencies.
- Utilise strong Excel and data management skills to maintain competition records, analyse participation trends, manage draws and results, and support reporting requirements.
- Lead the ongoing development and modernisation of competition delivery, particularly at National Championships and major competitions, identifying opportunities to enhance systems, processes, technology and participant experience.
- Work collaboratively with the Events Manager and wider staff team to ensure the successful delivery of the Bowls Scotland National Championships and other competitions.
- Manage competition related enquiries and administrative functions, including competition communications, complaints, and stakeholder engagement.
- Collect feedback on competitions from players, volunteers, and other stakeholders to allow review and continuous improvement.

- Prepare competition reports, participation data and recommendations to support strategic planning and decision making.
- Build effective relationships with clubs, volunteers, districts and key stakeholders to support the ongoing development of Bowls Scotland competitions.

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 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.
- 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.