

BOWLS SCOTLAND – PATHWAY COORDINATOR

SALARY: £17,820 per annum

TERM: Part 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).

About Bowls Scotland

Bowls Scotland is the national governing body for the sport of bowls in Scotland. We are committed to developing athletes, coaches and performance environments that enable success on the national and international stage.

We are seeking an enthusiastic, organised and proactive Performance Pathway Coordinator to play a key role in supporting the delivery of our athlete development pathway. This is an exciting opportunity to work within a high performing sporting environment and help coordinate programmes that support the next generation of Scottish bowlers

The Role

Reporting to the Head of High Performance, the Pathway Coordinator will be responsible for the planning, administration and operational support required to deliver Bowls Scotland's performance pathway activities, including our new performance centres.

The successful candidate will coordinate programme logistics, maintain accurate records and databases, communicate effectively with athletes and coaches and ensure the smooth delivery of performance centres, camps and pathway events.

Key Responsibilities

- Coordinate the operational delivery of performance centres and pathway programmes.
- Maintain programme calendars, schedules and activity plans.
- Manage athlete registrations, attendance records and programme databases.
- Coordinate travel, accommodation, venues and event logistics.
- Prepare programme documentation, briefing packs and meeting records.
- Act as a key point of contact for athletes, coaches and pathway stakeholders.
- Support the collection and reporting of athlete and programme data.
- Assist with safeguarding, governance and GDPR compliance.
- Contribute to the continuous improvement of pathway programmes

About You

We are seeking a highly organised, able to manage multiple priorities and passionate about supporting athlete development. Excellent communication and administration skills are essential, alongside the ability to build effective relationships with a wide range of stakeholders.

What We Offer

- Flexible and hybrid working arrangements.
- Opportunity to work within a national performance sport environment.
- Pension contribution and annual leave entitlement
- Professional development opportunities.
- A supportive and ambitious team culture.

Person Specification

Essential:

- Experience in an administration, coordination, or programme delivery.
- Strong organisational and planning skills.
- Confidence using Microsoft Office and managing records and information.
- The ability to build positive relationships with a range of stakeholders.
- Strong communication and relationship building abilities.
- A proactive, solutions-focused approach.
- The ability to work independently while contributing positively to a team.
- An understanding of safeguarding, confidentiality and professional standards.

Desirable:

- Experience within sport, performance sport, or a membership-based organisation.
- Knowledge of athlete development or talent pathways.
- Experience coordinating events, travel, or programme logistics.

Most importantly, we're looking for someone who shares our passion for developing people, creating positive sporting experiences and supporting the future success of bowls in Scotland.

The role requires occasional evening and weekend work, as well as travel throughout Scotland to support programme delivery.

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 part-time entitlement to holiday would be, in addition to 6 days public holidays, 15 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:** 22.5 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: Pathway Coordinator

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 1st November 2026

Interviews: Thursday 12th November 2026