

## BOWLS SCOTLAND PERFORMANCE PATHWAY COORDINATOR JOB DESCRIPTION

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| <b>Job Title:</b>         | Performance Pathway Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Contract Type:</b>     | 0.6 FTE permanent (22.5hrs per week)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Salary:</b>            | £17,820                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Office Base(s):</b>    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Reports To:</b>        | Head of High Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Key Relationships:</b> | <ul style="list-style-type: none"> <li>▪ Bowls Scotland Staff</li> <li>▪ Performance coaches and players</li> <li>▪ <b>sportscotland</b></li> <li>▪ Suppliers/Partners/External Agencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Job Purpose:</b>       | <p>The Performance Pathway Coordinator is responsible for coordinating the planning, administration, communications and operational arrangements that support the effective delivery of Bowls Scotland's performance pathway programme.</p> <p>The role contributes to the consistent, efficient and high quality delivery of a year round athlete development pathway, including performance centres and national programme activity. Working closely with the Head of High Performance and wider performance team, the postholder will ensure programme information, logistics, records and communications are effectively managed to support athletes, coaches, volunteers and key stakeholders.</p> |

### **Key Responsibilities:**

#### **Programme Coordination and Administration**

- Coordinate the operational delivery of the performance centres and performance pathway.
- Maintain annual programme plans, calendars and activity schedules.
- Communicate programme updates, key dates and logistical information to stakeholders.
- Coordinate athlete registrations, attendance tracking and programme records.
- Maintain accurate athlete, coach and programme databases.
- Provide administrative support for camps, events and meetings.

#### **Operational Support**

- Arrange venues, facilities and accommodation as required.
- Coordinate travel arrangements and event logistics for athletes and staff.
- Support equipment management and distribution.
- Prepare programme documentation including schedules, briefing packs and operational plans.
- Record meeting minutes and track agreed actions.

#### **Communication**

- Build effective relationships with athletes, coaches, volunteers and partners.
- Act as a key point of contact for pathway enquiries.
- Ensure timely and accurate communication across the performance pathway.
- Collect feedback to support programme improvement.

### **Monitoring and Reporting**

- Collate athlete attendance and engagement data.
- Support the collection and organisation of performance and athlete development information.
- Assist with preparation of reports for internal and external stakeholders.
- Maintain accurate records to support evaluation and continuous improvement of pathway activities.

### **Governance and Compliance**

- Ensure programme records are maintained in accordance with GDPR requirements.
- Support safeguarding and wellbeing processes across the pathway.
- Assist with ensuring programmes operate in line with Bowls Scotland policies and procedures.
- Support risk assessment and event planning processes where required.

The above job description will be reviewed annually and may be amended to reflect the operational and strategic requirements of Bowls Scotland.