

TITLE: DBE VOLUNTEER REGIONAL DISABILITY BOWLS CO-ORDINATOR

Main Purpose:

To assist the DBE Performance and Development Director in the setting up and development of a Regional Disability Bowls Centre of Excellence and to help to co-ordinate the Regional DBE Disability Bowls Programme as outlined in the organisation's strategic plan.

The role:

In liaison with the Performance and Development Director to establish and co-ordinate a programme of regional playing opportunities the key components of which will comprise:

- co-ordination and delivery of taster sessions and introduction days
- co-ordination and delivery of regular coaching sessions
- assistance in recruitment of volunteers: help DBE to recruit the voluntary assistance of suitably qualified people to assist with the running of different strands of the programme (eg qualified coaches with minimum Grade 2 qualification, individuals who have undertaken the Working with Disabled People training module, volunteers who have non sport based skills to offer, fundraisers etc)
- liaise with DBE to source appropriate training for volunteers who are seeking to acquire new skills
- co-ordinate and deliver regional competitions leading to DBE national finals in singles, pairs, triples, fours and team (indoor and outdoor as appropriate)

Additional areas of responsibility include:

- liaising with DBE on volunteer, club and coach development (utilising resources of Bowls Development bowlers)
- building a positive relationship with the Bowls Centre accredited as the DBE Regional Centre of Excellence
- acting as the regional point of reference for DBE (providing an on-line, telephone and in-person enquiry and support service)
- adherence to good practice, health and safety and safeguarding policies

There will be an amount of administrative work to be undertaken, in association with DBE Board Members. This will cover many different aspect of administration:

- compiling and processing membership information through to database co-ordinator
- circulation and signposting of information, events, entry forms
- liaising with web co-ordinator to maximise on publicity pre and post events
- maximising on local networking opportunities: building links with the community, local interested people etc.

Responsible to: Performance and Development Director and Board of Directors

www.disabledbowlsengland.org.uk

Company Registration Number: 08867626

Charity Registration Number: 1162133

Registered Office: Gedling Indoor Bowls Club, Foxhill Road, Carlton, Nottingham, England NG4 1RL

Expense Policy: Reasonable out of pocket expenses will be honoured. Please note that DBE is in its second year of development and the formation of local playing opportunities is in a pilot phase. Efforts are being made to secure funding to underpin these regional activities but initially DBE is totally reliant on the goodwill of clubs, voluntary assistance and donation of services.

Duration of post: Initially the pilot phase is for one year. The proposal is to secure funding to enable the structure to become firmly established and to roll the programme (years 2 – 5 and ongoing) as an annual programme of activity.

This post is subject to reference checks and an Enhanced Disclosure check via the Disclosure and Barring Service

Disability Bowls England is an equal opportunities organisations. All voluntary appointments are made on the basis of merit and ability.

About Disability Bowls England

Who are we?

Disability Bowls England is a national charity catering for the sporting and recreational needs of disabled bowlers with wide ranging impairments. It offers opportunities for those who wish to pursue a regular interest in the sport of bowls across England.

The Organisation champions the case for sport for disabled people as a legitimate lifestyle opportunity and provides opportunities for bowlers to participate, stay and excel in sport.

When established

Disability Bowls England was originally formed in 2002 with the aim to develop a co-ordinated and effective operational model for disability bowls delivery across England. It is an umbrella organisation and a catalyst for various national disability organisations involved in the promotion of bowls competitive, coaching and training opportunities. The organisation received charitable status in August 2015 and is currently managed by a newly formed Board of Trustees.

What are our aims and target audiences

The overall aim of the Charity is to provide information, support and opportunities to enable disabled people to participate in the sport of bowls, catering for all ages and every level of ability.

:Ends

For further information please contact: Paul Brown, Chairperson DBE

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