

Job Title:	National Development & Administration Officer
Reporting to:	Disability Bowls England Charity Trust Chairperson
Salary:	£ 12,000 per annum
Location:	Flexible Home-based 21 hours a week. Some evening and weekend work required.
Type of Contract:	Fixed term in line with current funding agreement, and thereafter subject to further funding being identified.
Directly responsible for:	DBE Membership, Volunteers, Coaches & Ambassadors.
<p>Purpose: The job holder will be responsible for developing and implementing disability bowls opportunities for people of all ages & ability with physical, sensory, or learning disability.</p> <p>The overall aim, through the promotion of appropriate accessible programmes and working with bowls clubs, is to encourage people to take up, or continue to play the sport of bowls. Each program is devised to help personal development & wellbeing, to increase physical activity and improve levels of self-confidence & social interaction.</p>	
<p>Main Duties and Responsibilities: The National Development & Administration Officer will manage, coordinate, and take overall responsibility for the implementation of Disability Bowls Strategic & Development Plan, reviewing and making proposals for change where appropriate.</p>	
<p>Development Participation and Opportunities: Events and programme management: -</p> <ul style="list-style-type: none"> • Work alongside the Competition & Fixtures secretaries to produce the rolling calendar of events including introductory taster sessions, educational courses, training, coaching and competitive opportunities for all ability levels. • Liaise with Bowls National Governing Bodies & other disability bowls groups to ensure date conflicts are resolved. • Initiate and organise opportunities for those who wish to participate at local, national, and international levels. • Liaise with the Bowls Development Alliance Hub Team Leaders. 	
<p>Developing People:</p> <ul style="list-style-type: none"> • Members and Individuals: As appropriate and in consultation with others, offer bowls specific advice to develop an individual's interest in the sport, catering for all levels of ability. • Provide examples and details of bowling aids available to enable participation. • Ensure Disability Bowls England has a skilled voluntary workforce including a Team Ambassadors, Volunteers and Coaches throughout England. • Provide relevant and continuous personal development opportunities for volunteers and coaches. 	
<p>Developing Strategic Alliances:</p>	

- Develop strong and effective alliances with other relevant organisations, National Governing Bodies and bowls clubs to support implementation of the Disability Bowls England Strategic Plan.
- Establish regular contact with clubs with the aim to support clubs to become better equipped to receive new and established bowlers.
Help clubs encourage & educate volunteers and provide information & advice on how to run Taster Days.
- Develop in partnership with other bowls organisations educational aids, training, and coaching awards to aid workforce development.
- Work closely with County Disability Hubs to engage with clubs and raise awareness of opportunities for players with disabilities, making suggestions and showing examples of good practice ranging from recruitment, information, web site & coaching.

Communications and Marketing:

- Establish effective internal and external communication systems to raise the profile of the organisation and increase membership numbers and member clubs.
- Maximise opportunities for the promotion and marketing of disability bowls throughout England and Internationally.
- Maximise exposure via the web site and social media outlets.
- Collate information and produce a monthly Newsletter
- Attend regular meetings with Chairperson to report on events & developments and discuss future events.

National Development & Administration Officer Person specification

The person appointed will have the following essential attributes:

A good working knowledge of the sport of bowls and bowls structures.

Ability and willingness to engage with all disability groups (physical, learning & sensory)

Experience of Sports Development.

The ability to maintain a high level of self-motivation.

Good interpersonal & leadership skills.

Competent IT skills.

Good literacy and numeric skills.

A full driving licence.

A clean criminal record.

Desirable strengths:

Experience and enthusiasm for disability sport.

Presentation skills.

Knowledge or experience working within the charity sector.

Knowledge or experience with bowls governing bodies.

Experience of working with volunteers.

Event management.

First aid, safeguarding and coach bowls certificates (or willing to complete).

The post is subject to Enhanced DBS checks.

To apply for this key management team position please email a CV along with a covering letter outlining how you satisfy the job description and person specification and give reasons why you would be suitable for the role to info@disabilitybowlsengland.org.uk

Closing date: Friday 29th October 2021

On line Interview date: starting 8 Nov 2022