



## **Bowls Development Alliance**

### **JOB DESCRIPTION**

|                 |   |
|-----------------|---|
| JOB TITLE:      | Development Officer   |
| SALARY          | £25k  |
| HOURS:          | 37 hours per week   |
| RESPONSIBLE TO: | Bowls Development Manager   |
| LOCATION:       | Flexible location   |
| DURATION:       | This post is on a fixed term basis until March 31 <sup>st</sup> 2013 and is then subject to annual confirmation of a Sport England funding award up until March 2017. In the event that the funding is withdrawn at any time then the contract of employment will be cancelled and one month's notice of employment issued. |

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### **MAIN PURPOSE OF THE JOB:**

To work within the team of the Bowls Development Alliance:

- to increase participation in the sport of Bowls
- to sustain club members .

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Increase Participation**

1. To support the identified local alliance groups from the formation of the group, production of a delivery plan and ensuring targets are met within the plan through the collection of key performance indicators.
2. To monitor the work of the alliance groups and provide updates to the steering group as required
3. To check and challenge that all allocated funding is being managed
4. To Identify good practice and bring it to the attention of other alliance groups
5. To identify new areas for development

6. To oversee the management of one of the interventions (“Have Mat Will Travel “or “Bowls4Free” ) and to compile reports as required by the BDA Manager
7. To support the work of the BDA Manager in raising the profile of the sport
8. To develop relationships with key partners who can support delivery of the interventions
9. To contribute to the bi-monthly newsletter, supply information for the website and to assist local alliance groups with press releases and other ways of increasing their local profile
10. To meet with County coaches on a regular basis in order to improve communication between themselves and the BDA
11. To identify key clubs who can assist the BDA in meeting their targets
12. To work with regional and national partners to ensure that the Bowls Development Alliance is up to date with all current developments
13. To identify funding that local alliance groups can access to help them increase new members

#### **Sustain**

14. To support clubs working towards Club Mark accreditation

#### **Project Work**

15. To undertake specific project work as appropriate to the post in liaison with the Bowls Development Manager

#### **Standards**

16. To maintain high standards of behaviour and appearance at all times and represent the Bowls Development Alliance in a positive way
17. To ensure that all activity is consistent with and promotes equity and safeguarding children policies
18. To conform to the Bowls Development Standards
19. All duties are to be carried out consistent with the standards, policies and procedures as laid down by the Bowls Development Alliance

#### **Other Duties**

20. To undertake other duties appropriate to the grading of the post as required and as deemed reasonable by the Manager.

The post holder must at all times carry out their responsibilities with due regard to:

- The Bowls Development Alliance Equal Opportunities Policy;
- Undertaking training as required and be responsible for their own development;
- Working at all times within the code of requirements of the Health and Safety at Work Act.



## PERSON SPECIFICATION

**JOB TITLE:** Development Officer

|                               | Essential   | Desirable  | How Identified                 |
|-------------------------------|---|--|--------------------------------|
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>• Experience of working in the sport and active recreation sector , or experience that is demonstrably relevant and transferable</li> <li>• Knowledge and understanding of sports development'</li> <li>• Evidence of effective working in a partnership environment</li> <li>• Experience of working with volunteers</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of achievement in bringing about service improvement, ideally in the sports or a related sector</li> <li>• Experience in managing and co-ordinating projects</li> <li>• Knowledge and understanding of data collection techniques</li> <li>• Experience of applying project management techniques</li> </ul> | Application and interview      |
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Competence in common IT applications including, word processing, spreadsheets, databases, e-mail and power point</li> <li>• A commitment to continued professional development</li> </ul>  |  | Application form               |
| <b>Special Aptitudes</b>      | <ul style="list-style-type: none"> <li>• Understanding of sport equity and safeguarding children practices</li> <li>• The ability to work appropriately on own initiative and as a member of a team</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge and understanding of equality and diversity</li> </ul>  | Application form and interview |

|                      |  |   |                          |
|----------------------|--|---|--------------------------|
|                      | <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to prioritise and work to deadlines</li> <li>• Ability to lead as well as support projects</li> <li>• Flexible outlook, able to adjust to changing circumstances</li> </ul> |   |                          |
| Other Considerations | <ul style="list-style-type: none"> <li>• Passionate about sport</li> <li>• A willingness to work occasional evenings and weekends.</li> <li>• Able to travel independently across the country</li> <li>• Full driving license</li> </ul>   | <ul style="list-style-type: none"> <li>• A personal commitment to participation in sport and active recreation</li> </ul> | Interview and references |