

Bowls England News release – Tuesday 27th February 2018

Administrator - Competitions

Salary: £19,000-£20,000 per annum (subject to experience)

Bowls England, the National Governing Body for Outdoor Flat Green Bowls, is seeking an Administrator to be based in its headquarters in Royal Leamington Spa. Due to the nature of the post a working knowledge of the sport of bowls is essential.

The successful candidate will be responsible for the smooth-running of all National Competitions organised by Bowls England and will be required to manage relevant software, databases and support internal IT processes, including the production of content for the Bowls England website, publications and social media platforms.

Responsibilities will also include the administration of coaching bursaries, merchandise and assisting clubs to access potential grant funding.

The successful candidate will work well under pressure, have the ability to multi-task (including coping with the demands of the Bowls England National Championships, International Events and Annual Dinners) and the flexibility to work in an ever-evolving environment.

Hours of work are Monday-Friday 9am to 5pm with one hour for lunch each day.

Employees receive 20 days paid annual leave plus Public Holidays.

Please note due to the nature of the business occasional evening and weekend work may be required, for which time off in lieu will be agreed in advance.

For an informal discussion regarding the role please contact Alistair Hollis, Operational Services Manager, on 07765 050408 or e-mail: alistair@bowlsengland.com

To apply candidates should send the following:

- Letter of application highlighting relevant experience, skills and motivation for applying
- Curriculum vitae

Please reply by e-mail to: alistair@bowlsengland.com

Alternatively applications may be sent by post, marked 'Administrator Vacancy' to:

Chief Executive

Bowls England

Riverside House

Milverton Hill

Royal Leamington Spa

Warwickshire

CV32 5HZ

Closing date for applications: Monday 12th March 2018

Interviews will be held on Tuesday 20th March 2018 at the Bowls England Offices in Royal Leamington Spa.

Bowls England is an equal opportunities employer.

Bowls England operates a company pension scheme for all employees.

Kind Regards

Matt Wordingham

Publications and Events

Administrator

t. 01926 334609

w. www.bowlsengland.com