



Job Specification

Administrator (Competitions)

Duties:

Administration of Bowls England National Competitions to include:

- Management of National Competition entries and competitor information
- Creation of National Competition and National Championship Draws
- Entering results and notifying competitors of future opponents
- Responding to telephone and e-mail enquiries with regard to National Competitions
- Organising venues and representatives for regional finals and other events as required

Assisting with Bowls England National Championships to include:

- Tournament Office duties during National Championships
- Production and circulation of information packs for competitors
- Production of National Championship programme

General administrative duties:

- Assistance with Annual Dinners and Presentation of Prizes
- Dealing with telephone and e-mail enquiries regarding all Bowls England services
- Updating in-house documents
- Merchandise
- Assisting with mail-outs, coaching bursaries and funding requests

Experience, qualifications and other requirements:

Essential Criteria

- Outstanding verbal and written communication skills
- Exceptional computer literacy (Microsoft Office) and ability to learn other IT systems
- Highly developed organisational skills
- Initiative
- Maturity to handle a range of situations
- A meticulous and thorough nature
- An ability to work to tight deadlines and under pressure
- Loyalty
- A high level of confidentiality
- A knowledge of the sport of bowls is essential