



## **British Crown Green Bowling Association**

### **Chief Executive Officer**

#### **Job Role**

The Chief Executive role, covers a number, of areas of the Association work. The day to day workings of the Association, managing entries and draws for the competitions and general secretary work.

#### **CEO Main Responsibilities**

- Lead the organisation and representation at sporting bodies, Local and National governing bodies and organisations.
- Represent the Association at various Competitions and Sponsor events.
- Support and help implement initiatives from the Officers of the Association and Management Committee of the Association.
- Support the Commercial activities of the Association
- Attend Competition Finals days as required

#### **Managing the Secretary Administration Responsibilities with the National Administrator**

- Deal with Day to Day correspondence and communications.
- Liaise with the Association Officers to maintain the coherent running of the sport.
- Receive entry details for various competitions and distribute information as required
- Collate information for the Association Handbook and deal with the printers.
- Book Association meeting and distribute information, minutes and reports.
- Arrange for trophy purchase and engraving prior to competitions
- Collated bookings for Senior Merit and distribute to county Associations
- Receive inquiries for Open Competitions and issue Certificates
- Produce monthly reports / Management reports as necessary
- Review and approve Newsletter
- Prepare information for the Association AGM/ Rules revision meetings and distribute as necessary
- Arrange for advertisement and Interviews for vacant positions as required

#### **Managing the Competition Responsibilities with the Competitions Officer**

- Liaise with the competitions Officer on:
- Senior Merit (All Britain)
- Junior Merit
- Veterans Merit

- Jack and Jill Isherwood
- Champion of Champions
- Senior Championship and Supplementary Competition
- Junior Championship
- Centenary Mixed Pairs
- World Club Championships

**Management Duties.**

Managing the day to day functions of the Association to ensure smooth running of the organisation. Distributing workload and reviewing the functions of the Officer and Employees of the organisation.

**The Candidate:**

- You will likely bring significant exposure to complex information and customer driven industries/sectors. You should demonstrate the ability to engage with a wide variety of stakeholders and have experience shaping and delivering a business strategy driven by organisational goals.
- You will be a consultative, relationship-based leader with the proven ability to engage with colleagues and customers right across an organisation including at the senior strategic level.
- You will be an inspiring engaging people leader with the experience of forming and shaping cohesive teams, enthusing people and spearheading the adoption of new approaches and ways of working.

**Person Specification**

Job Title	Chief Executive Officer
Home based	
Reporting to	BCGBA Management Committee and Officer Working Group

ATTRIBUTE	ESSENTIAL	DESIRABLE
Standard of General Education	A-level or equivalent experience	Degree educated.
Academic Qualifications		
Professional Qualifications		
General Skills /Experience	Proficient in use of office technology including word	Experience in management of large data sets and using data

	<p>processing, databases, spreadsheets, as well as email and the internet. Evidence of strong literacy and numeracy skills. Organised, logical and methodical approach.</p> <p>Excellent interpersonal and analytical skills to support high quality reporting and evaluation through data. Confident in sharing and reporting data and supporting others with their proficiency with data management/ collection software.</p>	<p>to inform strategic approach. Ability to report data accurately in accordance with detailed reporting requirements and deadlines. Line Management Experience</p> <p>Experience running technical training</p> <p>Experience working with Sporting organisations</p>
Specific Knowledge and Skills	Knowledge of the Governance structure of BCGBA.	
Personal attributes required for effective performance in the role	<p>Committed, proactive and professional approach.</p> <p>Demonstrable commitment to working collaboratively as a team member and ability to work independently. Solutions focused mindset</p>	Interest in social mobility/access work
Other	<p>Commitment to equality and diversity</p> <p>Commitment to quality</p> <p>Understanding of the Data Protection and Freedom of Information Acts.</p> <p>Commitment to excellent customer Service.</p> <p>Commitment to / understanding of Health &amp;</p>	

	Safety. Satisfactory completion of enhanced DBS check.	
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**The BCGBA is the National Governing Body for the sport of Crown Green Bowls and this role is seen as key to assist the Officers and Management responsible for the running of that sport.**

Applicants are invited to send their Curriculum Vitae, to arrive **no later than 30 March 2019**

**To**

**Phil Brown – 48 Dexter Way, Birchmoor, Tamworth, Staffs. B78 1AZ**

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