



British Crown Green Bowling Association

National Development Officer

Job Description

Main Responsibilities

- Provide advice and support to all County Development Officers and County Development Representatives.
- Work in partnership with other practitioners and agencies to initiate and support developments.
- Produce agendas for all Development meetings.
- Record and produce accurate minutes for all Development Committee meetings.
- Provide regular reports and updates for all Management, Officers and Development meetings.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Play an active role in the governance of the sport of Crown Green Bowls and attend various BCGBA meetings both mid-week and at weekends.
- Working with the County Development team produce a Development strategy for the Organisation
- Develop Opportunities to grow the membership of the Associations clubs
- Develop Club Development plan templates and supporting documentation
- Working with the Coaching bodies to facilitate Open Days and structured Coaching within associated clubs

Skills Required

- Computer proficient, with a sound administrative background.
- Skilled communicator, with proven verbal, written and presentation ability.
- Good interpersonal and leadership skills.
- Ability to support team members in a professional manner.
- Experience of working on development initiatives desirable.

The BCGBA is the National Governing Body for the sport of Crown Green Bowls and this role is one of 11 Officers responsible for the administration of that sport.

Applicants are invited to send their Curriculum Vitae, to arrive **no later than 30th March 2019** to: **Mark Bircumshaw, 123 Broad Gauge Way, Wolverhampton, WV10 0BA**

T: 01902 453030

M: 07887713009

E: ceo@bcgba.org.uk

Applicants may also contact above, if they wish to discuss the position in further detail.