



Applications are invited for the post of Ladies Competitions Officer

Job Description

Main Responsibilities

- To work with the Ladies Competition Committee, Referees, Green Managers and other personnel at all British Crown Green Bowling Association Ladies events to ensure the competitions are run smoothly and in a professional manner.
- Must be available to attend all British Crown Green Bowling Association Ladies competitions and to run these competitions on the day, both mid-week and weekends.
- Organise a team to run each event from the Ladies Competition Committee and volunteers from the host county.
- Implement and maintain a database of all equipment for competitions held by the Ladies Competitions Officer.
- Ensure adequate provision of necessary equipment for all British Crown Green Bowling Association Ladies competitions which could include: PA System; Walkie Talkies; Scoreboards; Jacks; Mats; Measures; 19m Tapes; Results Boards; Green Number Boards; Scorecards.
- Play an active role in the governance of the sport of Crown Green Bowls and attend various BCGBA meetings, both mid-week and weekends.

Skills Required

- Experience of running competitions - essential.
- Computer proficient with the ability to update social media and live scoring.
- Sound administrative background.
- Good planning and organisation skills.
- Skilled communicator, with proven verbal and written ability.
- Good interpersonal and leadership skills.
- Ability to work well within a team.
- Ability to deal with problems in a professional manner.
- Full, clean Driving Licence.

The BCGBA is the National Governing Body for the sport of Crown Green Bowls and this role is one of 13 Officers responsible for the administration of that sport.

Applicants are invited to contact the BCGBA National Administrator, Brian Hampson - admin@bcgba.org.uk - for an application form. All application forms to be returned **no later than Saturday 12th October 2019.**