

JOB VACANCY

Applications are invited for the following posts within the Welsh Bowls Federation

WBF Regional Development Officers (3 Part-time posts)

These are new posts created as a result of the Federation new 4 year Plan and are anticipated to commence as soon as possible after 1st October, 2011.

Posts in six areas of Wales have already been filled and we are still looking for applicants for the following areas :-

1. Mid Wales / Montgomeryshire (1 post)
2. Monmouthshire (2 posts)

These regions conform to a Bowls Association structure but the WBF reserve the right to adjust these regions depending on workloads.

The vacancies are open to men and women, including existing Regional Co-ordinators and Community Hub Officers, who feel they have the necessary skills, attributes and qualifications to carry out the described role in a manner that will improve and enhance the game of bowls in Wales, encouraging more people, particularly the young, to take up the sport.

You will work with bowling clubs affiliated to the five main National Governing Bodies for bowls for Wales, (depending on the region covered) the WBA; WWBA; WLIBA; WIBA; WSMBA, under the guidance and direction of the WBF Development Director for Wales.

The main roles and responsibilities include, but are not limited to:-

- Introducing clubs to the "Club Mark" scheme and assisting in its implementation.
- Verifying clubs compliance for accreditation to the scheme.
- Advising clubs on organisational structure and good practice.
- Assisting clubs with recruitment.
- Advising clubs on marketing strategies.
- Manage the Junior Development scheme by:-
 - linking clubs with schools and Local Authorities
 - overseeing school taster and out of school coaching sessions
 - arranging and carrying out CRB checks where required (training provided)
 - advising on community Chest grant applications

Applicants should be able to demonstrate or verify the following skills, attributes, qualifications & facilities:-

- Good oral & written communications skills
- Enthusiasm for the advancement of the game of bowls
- Use of a vehicle with a current licence and an appropriate insurance for business use
- Numeracy skills
- Willingness to undergo CRB checks
- Use of a telephone

In addition it would be of benefit if you have:-

- Knowledge of the game of bowls and its structure in Wales
- Access to a computer and email
- Experience in a form of evidence assessment such as NVQs, Safety or Quality Systems, though training in assessment for the "Club Mark" award will be provided.

Conditions

12 month fixed term contract (renewable if funding available) subject to initial 3 month trial period.
350 hours per year (approximately 7 hour per week average but dependant on season).
Salary of £7.00 per hour (taxable but not subject to NI contributions) paid monthly in arrears.
Necessary travelling expenses paid at 25p a mile.
Two weeks per annum paid holiday leave.
Flexible working hours including evenings and weekends to meet needs of clients.

The Welsh Bowls Federation is an Equal Opportunities Employer
For further details or Application form by post please contact:-

WBF Chairman - Mr Noel Tippett

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