

Job Title: BowlsWales Development & Community Coordinator**Hours: Flexible****Role Summary**

The purpose of this role is to deliver and support high quality Bowls provision in schools and the community. Working with the Development Manager, Sports local authorities and local club/s, you will be responsible for the co-ordination of the various community projects and partnerships, including Blazing Bowls school programme, the Stroke Association partnership and the Women's Institute (WI) partnership.

Blazing Bowls Coordinator**Main Duties and Responsibilities**

- To coordinate Blazing Bowls within schools and community settings.
- To support the Development Manager in increasing Bowls participation.
- To ensure the required health, safety, welfare and supervision of participants throughout the session including child protection policies are carried out.
- To carry out all monitoring and evaluation required.
- To ensure high standards of customer care and a quality service always.
- To undertake any necessary training.
- To carry out any other reasonable task commensurate with the role.

WI Coordinator**Main Duties and Responsibilities**

- To coordinate and deliver Bowls taster sessions within WI groups and local bowls clubs.
- To support the Development Manager in increasing Female Bowls participation.
- To ensure the required health, safety, welfare and supervision of participants throughout the session are carried out.
- To carry out all monitoring and evaluation required.
- To ensure high standards of customer care and a quality service always.
- To undertake any necessary training.
- To carry out any other reasonable task commensurate with the role.

Stroke Association Coordinator

Main Duties and Responsibilities

- To coordinate and deliver Bowls taster sessions within Stroke groups and local bowls clubs.
- To support the Development Manager in increasing Female Bowls participation.
- To ensure the required health, safety, welfare and supervision of participants throughout the session are carried out.
- To carry out all monitoring and evaluation required.
- To ensure high standards of customer care and a quality service always.
- To undertake any necessary training.
- To carry out any other reasonable task commensurate with the role

Personal Specification

Experience	Essential	Desirable
Experience in leading coaching sessions, physical activity sessions and events for adults and children	✓	
Supporting and developing young leaders / volunteers within activity sessions		✓
Experience in collating and presenting session data (e.g. registers)	✓	
Skills and Personal Qualities		
The ability to communicate effectively with customers, partners and colleagues	✓	
The ability to work under own initiative and to contribute to the team	✓	
The ability to provide logical solutions to problems and to seek referral when necessary	✓	
Self-motivated, enthusiastic and organised	✓	
A sound working knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Access, Outlook	✓	
Other		
Ability to travel independently	✓	
Adopt the Organisation's policies and procedures	✓	
Ability to work daytimes, evenings, weekends and school holidays	✓	
Welsh speaker		✓

Application deadline: **Friday 3rd May 2024**

If interested or would like more information, please contact:
Claire.Biddle@bowlsales.com

Recruitment/selection deadline: **Friday 17th May 2024**