

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Club and Community Development Officer (South East)
<b>SALARY</b>	£22,550
<b>HOURS:</b>	37 hours per week
<b>RESPONSIBLE TO:</b>	Club Development Team Leader
<b>LOCATION:</b>	Home based with responsibility for the South East. Ideally you will live in one of the following counties – Kent, Sussex, Hampshire. Isle of White, Berkshire, Oxfordshire, Buckinghamshire, Hertfordshire, Essex, Greater London & City of London.

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### **MAIN PURPOSE OF THE JOB:**

To work at a grassroots level to increase the number of people playing bowls by overseeing the delivery of a programme of participation and development as part of the BDA Club Development Team and Just Bowl project team.

To be an expert in communication and collaboration, working with our partners to promote and develop participation in bowls and supporting the short, medium, and long-term objectives of the BDA and key stakeholders.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To deliver and drive the Club Development Programme working with indoor and outdoor clubs within the identified county areas and in partnership with the NGBs including Bowls England, English Indoor Bowling Association, British Crown Green Bowling Association, English Short Mat Bowling Association and Disability Bowls England.
2. To support clubs across the identified county by providing additional support to grow membership, increase participation, and become financially sustainable through the wider BDA Club Offer ensuring long-term sustainability.
3. Put in place systems and processes that enable clubs, park, and community venues to work in a joined up and mutually beneficial way to grow the sport of bowls in their local community.
4. Engage with Care homes across the region to support the Just Bowl programme to meet its Sport England targets and KPIs.
5. Plan and facilitate the management and engagement with identified Local Authority partners to activate bowls participation across the region, with a focus on park and community venues using the Just Bowl product.

6. Ensure that all programmes and products that are delivered are fully inclusive and promote the work of the Inclusion Advisory Group, Disability Action Group, and volunteer working group.
7. To promote opportunities for Volunteers and Coaches through the BDA Education platform and Coach Bowls to support the long-term sustainability and development of the sport at local level.
8. To deliver the Just Bowl equipment to each of the identified sites as part of a rolling programme of delivery.
9. To conduct onsite visits ahead of any delivery, to meet the Manager/staff and to identify the space available for delivery.
10. To conduct the initial training of all staff, carers, and volunteers with the focus on the delivery of an informative and interactive session.
11. To be responsible for storing Just Bowl equipment and ensuring it is maintained to a high standard.
12. To provide reports and updates as required by the Club Development Team Leader and the Just Bowl Manager.
13. To provide reports and updates as required by senior management and to ensure all club and Just Bowl data is updated weekly on the relevant KPI sheets.
14. To support the work of the wider BDA Team and to contribute to its overall success.

**PERSON SPECIFICATION:**

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in the sport sector, or experience that is demonstrably, relevant, and transferable.</li> <li>• Knowledge and understanding of sports development and how to support clubs or organisations to identify strengths, opportunities, and weaknesses.</li> <li>• An understanding of the needs of sports clubs and the challenges that they face.</li> <li>• Evidence of effective working with a range of partners.</li> <li>• Experience of working with volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having worked with and developed Clubs within the sporting landscape.</li> <li>• Knowledge and understanding of data collection.</li> <li>• Experience of working with organisations who support under-represented groups.</li> <li>• Evidence of having worked with disabled participants.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Relevant training/qualifications in sport development or from the wider sport sector.</li> <li>• A commitment to continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Competence in common IT applications including Office 365, spreadsheets, databases, e-mail, and power-point.</li> </ul>
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• The ability to work appropriately on own initiative and as a member of a team.</li> <li>• Excellent communication and interpersonal skills to include influencing.</li> <li>• Ability to prioritise and work to deadlines.</li> <li>• Ability to lead as well as support projects.</li> <li>• Flexible outlook, able to adjust to changing priorities and focuses.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience or understanding of developing online reporting systems or software.</li> </ul>
<b>Other Considerations</b>	<ul style="list-style-type: none"> <li>• Passionate about sport.</li> <li>• A willingness to work occasional evenings and weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• A personal commitment to promotion of sport and active recreation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to travel independently across the country.</li> <li>• Full UK driving license</li> </ul>	
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