JOB DESCRIPTION

JOB TITLE:	Club and Community Development Officer (South-West of England)
SALARY	£24,000 (FTE)
HOURS:	21 hours / 3 days per week
RESPONSIBLE TO:	Club Development Team Leader
LOCATION:	Home based with responsibility across the following counties in the South West of England – Cornwall, Devon, Somerset, Bristol, Wiltshire and Gloucestershire.
DURATION:	This post is on a fixed term basis until March 31st 2027.

MAIN PURPOSE OF THE JOB

- To work at the grassroots level to increase participation in bowls by overseeing the delivery of participation and development programmes as part of the BDA Club Development Team.
- To be a skilled communicator and collaborator, working with partners to promote and develop participation in bowls while supporting the short, medium, and long-term objectives of the BDA and key stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

1. **Deliver and drive the BDA Participation Programme** in the specific region, liaising with key partners, including Bowls England, the English Indoor Bowling Association, and the English Short Mat Bowling Association.
2. **Utilise a place based approach** to connect local communities with bowls clubs, ensuring that these clubs align with the needs of their communities while offering opportunities to enhance physical, mental, and social well-being.
3. **Engage with and support bowls clubs** by helping them grow their membership, increase participation, and achieve financial sustainability through the broader BDA club offer, ensuring long term viability.
4. **Deliver seminars and training sessions** on specific topics to equip clubs and volunteers with the knowledge and skills needed to sustain and grow the club network across the South West of England. These sessions may be conducted in person or through the BDA Weeks of Learning.
5. **Implement systems and processes** that enable clubs, parks, and community venues to collaborate effectively, fostering a joined-up and mutually beneficial approach to growing the sport of bowls within local communities.
6. **Ensure inclusivity and governance compliance** in all delivered programmes and initiatives, supporting the work of the Safeguarding Steering Group and promoting best practices in governance at all levels.
7. **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 a local level.
8. **Provide reports and updates** as required by the Club Development Team Leader.

9. **Submit reports and updates** to senior management, ensuring all club data and key performance indicators (KPIs) are recorded and updated weekly through the monitoring and evaluation system.
10. **Support the broader work of the BDA team** and contribute to the organisation's overall success.

PERSON SPECIFICATION:

	Essential	Desirable
Experience	• Experience of working in the sport sector, or experience that is demonstrably relevant, and transferable. • Knowledge and understanding of sports development and how to support clubs or organisations to identify strengths, opportunities, and weaknesses. • An understanding of the needs of clubs and the challenges that they face. • Evidence of effective working with a range of partners. • Experience of working with volunteers.	• Evidence of having worked with and developed Clubs within the sporting landscape**.** • Knowledge and understanding of data collection. • Experience of working with organisations who support under-represented groups. • Evidence of having worked with disabled participants. • An understanding of the needs of bowls clubs specifically and the challenges that they face.
Education and Training	• Relevant training/qualifications in sport development or from the wider sport sector. • A commitment to continued professional development.	• Competence in common IT applications including Office 365, spreadsheets, databases, e-mail and PowerPoint.
Special Aptitudes	• The ability to work appropriately on own initiative and as a member of a team. • Excellent communication and interpersonal skills to include influencing. • Ability to prioritise and work to deadlines. • Ability to lead as well as support projects.	• Experience or understanding of developing online reporting systems or software.

	• Flexible outlook, able to adjust to changing priorities and focuses.	
Other Considerations	• Passionate about sports. • A willingness to work occasional evenings and weekends. • Able to travel independently across the country. • Full UK driving license	• A personal commitment to the promotion of sport and active recreation.