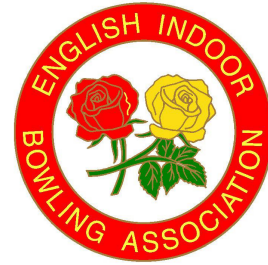


English Indoor Bowling Association Ltd

David Cornwell House, Bowling Green,
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Leicestershire LE13 0FA
Telephone: 01664 481 900 Fax: 01664 482 888

Website: www.eiba.co.uk

General Enquiries: enquiries@eiba.co.uk



Job Description

Director of Policy & Personnel

The Director shall be responsible for:

- * **Staffing & Office Management**
 - * **Health & Safety**
 - * **Equality**
 - * **Policy & Rules**
 - * **Review Articles & Memorandum of Association**
 - * **Personnel Strategic Plan**
1. To act on behalf of the Board, developing, producing and refining the Associations policies going forward.
 2. To be responsible for all Staff related issues including Staff employment contracts, Human Resources, wage structures (in conjunction with the Director of Finance), working hours and continuous liaising with the Chief Executive (CE).
 3. To liaise with the Associations delegates to the Safeguarding Panel and Anti-Doping Panel.
 4. To manage and monitor the annual budget approved by the Board
 5. To liaise with the CE with regards all Staffing issues and attend at least one Staff meeting per year.
 6. To be instrumental in conveying and or enforcing the decisions of the Board acting upon the recommendations from the CE in the case of all employees.
 7. To be responsible to conduct critical reviews into all the Associations policies and ensure that all the information contained there-in is current and up to date and reflects Governmental decrees and Acts.
 8. In liaison with the CE will ensure that the HQ file on Policies is amended and up to date thereby providing a reference document for use by the Association.