



Bowls Development Alliance

JOB DESCRIPTION

JOB TITLE:	Development Officer
SALARY	Up to £25k
HOURS:	37 hours per week
RESPONSIBLE TO:	BDA Senior Officer Development Officer
LOCATION:	Flexible location but geographically the prominent areas of work to be covered will be Norfolk and Essex. A further two areas to be agreed in 2015.
DURATION:	This post is on a fixed term basis until March 31 st 2017. It is subject to annual confirmation of a Sport England funding award up until March 2017. In the event that the funding is withdrawn at any time then the contract of employment will be cancelled and one month's notice of employment issued.

MAIN PURPOSE OF THE JOB:

To work within the team of the Bowls Development Alliance:

- to increase participation in the sport of Bowls with a focus on those aged 55 and over.
- to sustain club membership
- to encourage more people with disabilities to take up the sport of bowls (16+)

MAIN DUTIES AND RESPONSIBILITIES:

Increase Participation (55+)

1. To work in identified HOT SPOT areas alongside the identified County Sport Partnership to meet the agreed outcomes.
2. To work with key partners in these areas including Local Authorities, Leisure Contractors ,County Bowls Associations and local clubs to engage them in recruitment of new members (55+)

3. To check and challenge that all allocated funding in HOT SPOT areas is being managed and targets met.
4. To Identify good practice and bring it to the attention of other HOT SPOT areas.
5. To support the work of the BDA Team in raising the profile of the sport particularly through the Play Bowls Road Show.
6. To promote the Packages scheme across the country
7. To contribute on a regular basis to the bi-monthly newsletter and the BDA website
8. To attend Play Bowls Road Shows as required

Sustain

9. To support clubs working towards Club Mark accreditation
10. To promote the BDA Coach Bowls Scheme

Specific Area of Responsibility

11. To be responsible for the management of the Play Bowls Road Show across the country
12. To oversee the impact of the Sport Maker volunteering programme in the HOT SPOT areas.

Standards

13. To maintain high standards of behaviour and appearance at all times and represent the Bowls Development Alliance in a positive way.
14. To ensure that all activity is consistent with and promotes equity and safeguarding children policies.
15. All duties are to be carried out consistent with the standards, policies and procedures as laid down by the Bowls Development Alliance.

Other Duties

16. To undertake other duties appropriate to the grading of the post as required and as deemed reasonable by the BDA Manager.
17. To drive the Play Bowls transit vehicle as required.

The post holder must at all times carry out their responsibilities with due regard to:

- The Bowls Development Alliance Equal Opportunities Policy;
- Undertaking training as required and be responsible for their own development;
- Working at all times within the code of requirements of the Health and Safety at Work Act.



PERSON SPECIFICATION

JOB TITLE: BDA Development Officer

	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none"> • Experience of working in the sport and active recreation sector , or experience that is demonstrably relevant and transferable • Knowledge and understanding of sports development' • Evidence of effective working in a partnership environment • Experience of working with volunteers 	<ul style="list-style-type: none"> • Evidence of achievement in bringing about service improvement, ideally in the sports or a related sector • Experience in managing and co-ordinating projects • Knowledge and understanding of data collection techniques • Experience of applying project management techniques 	Application and interview
Education and Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Competence in common IT applications including, word processing, spreadsheets, databases, e-mail and power point • A commitment to continued professional development 		Application and interview
Special Aptitudes	<ul style="list-style-type: none"> • Understanding of sport equity and safeguarding children practices • The ability to work appropriately on own initiative and as a 	<ul style="list-style-type: none"> • Knowledge and understanding of equality and diversity • Some experience working with disabled participants 	Application and interview

	<p>member of a team</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to prioritise and work to deadlines • Ability to lead as well as support projects • Flexible outlook, able to adjust to changing circumstances 		
Other Considerations	<ul style="list-style-type: none"> • Passionate about sport • A willingness to work occasional evenings and weekends. • Able to travel independently across the country • Full driving license 	<ul style="list-style-type: none"> • A personal commitment to participation in sport and active recreation 	Interview and references