

## BOWLS DEVELOPMENT ALLIANCE

### PERSON SPECIFICATION

In order to fulfil the responsibilities outlined in the job description the person appointed to the above post must demonstrate the following qualities, skills and experience:

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Project management including organisational development</li><li>• Sport development</li><li>• Club and volunteer development</li><li>• Developing and implementing strategic plans and providing operational lead</li><li>• Working independently and as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Experience in the working of or within County Sports Partnerships</li><li>• Experience in the development of school sport</li><li>• Working with volunteers</li><li>• Financial management and budgetary responsibilities</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Structure of sport within England</li><li>• Ability to demonstrate attention to detail, working to deadlines and prioritising work</li><li>• Ability to communicate effectively, both written and verbally</li><li>• Computer literate – knowledge of MS Office, Excel, PowerPoint</li><li>• Knowledge and understanding of grant funding</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the needs of clubs and counties in sport</li><li>• Knowledge of equality, child protection and health and safety legislation</li><li>• Educated to degree level</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Sound interpersonal skills</li><li>• High level of motivation and strong organisation skills</li><li>• Energetic and enthusiastic personality</li><li>• Able to travel throughout the UK and have a flexible approach to working hours</li><li>• Interest in sport</li></ul>	