

# English Indoor Bowling Association Ltd

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## **JOB DESCRIPTION**

<b>ROLE:</b>	Competitions Administrator
<b>RESPONSIBLE TO:</b>	Chief Executive
<b>RESPONSIBLE FOR:</b>	Not applicable
<b>SUMMARY OF ROLE:</b>  Responsible for the day to day administration of the National Competition programme	
<b>GENERAL DUTIES:</b> <ul style="list-style-type: none"><li>• Maintain, amend and interpret Championships Rules in liaison with the Director of Competitions</li><li>• Produce Minutes for any formal Competition meetings</li><li>• Responsible for the distribution and logging of National Competition entries.</li><li>• Competitions Database – input/queries/automated draws/review of groups prior to draws</li><li>• Produce Manual Draws where needed.</li><li>• Ensure the website includes relevant information on Competitions (eg. results; new pages for each season; results cards, 'real time scoring'.</li><li>• Supply the Press and Social media channels results, as necessary.</li><li>• Responsible for the communication and day to day relationships with the Regional / Area Competition Co-ordinators.</li><li>• Responsible for liaison with the Umpires Association to arrange appropriate attendance at Finals.</li><li>• Responsible for liaison with the Clubs chosen to host the National Championships / Competition Finals.</li><li>• Competition Trophies/Medallions/Badges &amp; Glassware.</li><li>• Liaise with the International and Communications administrator for the ordering and distribution of competitor yearbooks.</li><li>• Production of Area Drawbooks / Team Drawbooks.</li><li>• Programmes for all National Championships and Competitions finals.</li><li>• Research / Reports for the Director of Competitions and or Chief Executive as and when requested.</li><li>• EIBA Plaques / Stickers / Scorecards for Competitions and Presidents matches.</li><li>• Accommodation bookings for the Officials at EIBA National Championships / Competition Finals.</li><li>• Assist other areas of the association when required through staff absence.</li><li>• Any other duties as deemed reasonable by your Manager.</li></ul>	

## **PERSON SPECIFICATION**

ROLE: Competitions Administrator

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
EXPERIENCE	Working within an office environment	Working within a sports environment  Experience with Competition schedules / programmes
QUALIFICATIONS		
SKILLS	Good verbal and written communication skills  Excellent computer literacy (Microsoft office) and ability to learn other IT systems.	
ABILITIES	Ability to interact with a wide range of roles and relationships  Able to work to tight deadlines  To represent the Association to a wide range of people	
DISPOSITION/ ATTITUDE/ MOTIVATION	Self motivated  Flexibility and committed attitude  Confident and influential	
OTHER FACTORS		Interest in bowls