

English Indoor Bowling Association Ltd



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Leicestershire LE13 0FA
Telephone: 01664 481 900

Website: www.eiba.co.uk

General Enquiries: enquiries@eiba.co.uk

JOB DESCRIPTION

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| ROLE: | Performance Lead |
| RESPONSIBLE TO: | Chief Executive |
| RESPONSIBLE FOR: | Not applicable |
| SUMMARY OF ROLE: Day to day administration and delivery of the EIBA's International Teams, National Competitions programme and Open Singles Circuit. | |
| GENERAL DUTIES: <ul style="list-style-type: none">• First point of contact for International, National Competitions and Open Singles Circuit (OSC) enquiries.• Responsible for the promotion, distribution and logging of National Competition / OSC entries.• Competitions Database – input/queries/automated draws/review of groups prior to draws• Maintain, amend and interpret Championships Rules in liaison with the Director of Performance• Ensure the website includes relevant information on Competitions (eg. results; new pages for each season; results cards, 'real time scoring'.• Responsible for the communication and day to day relationships with the Regional / Area Competition Co-ordinators.• Responsible for liaison with the Umpires Association to arrange appropriate attendance at events.• Responsible for liaison with the Clubs chosen to host International, National Championships / Competition Finals and OSC events.• Responsible for liaising with the International Team Managers and Selectors.• Updating and ordering Competition Trophies/Medallions/Badges & Glassware.• Produce programmes for all International, National Championships and Competitions finals.• Research / Reports for the Director of Performance and or Chief Executive as and when requested.• EIBA Plaques / Stickers / Scorecards for International, Competitions and Presidents matches.• Accommodation bookings for International teams, Officials and Umpires at EIBA National Championships / Competition Finals.• Ordering and stock control of the International Team's and Selectors kit.• Administering the International Trials and Team selection.• Any other duties as deemed reasonable by your Manager. | |

PERSON SPECIFICATION

ROLE: **Performance Lead**

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|--|
| EXPERIENCE | Working within a sporting environment | Working within an office 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 | Knowledge of bowls | Interest in sport |