

English Indoor Bowling Association Ltd



David Cornwell House, Bowling Green,
Leicester Road. Melton Mowbray
Leicestershire LE13 0FA
Telephone: 01664 481 900

Website: www.eiba.co.uk

General Enquiries: enquiries@eiba.co.uk

JOB ADVERTISEMENT

GOVERNANCE & OPERATIONS ADMINISTRATOR

Full Time – Office Based

Salary: £25,000

The English Indoor Bowling Association Ltd, the National Governing Body for Indoor Flat Green Bowls, is seeking a Governance & Operations Administrator, based in its headquarters in Melton Mowbray, Leicestershire.

The successful candidate's role will be the day to day administration of the EIBA's Governance and core services.

Full details of the role are explained in the Job Description and Person Specification which can be downloaded from the EIBA website, www.eiba.co.uk or by phoning 01664 481900.

Hours of work are Monday to Friday 9am to 5pm. Employees receive 24 days paid annual leave plus Public Holidays. Due to the nature of the role evening and weekend work may be required, for which time off in lieu will be agreed.

To apply candidates should send the following:

- Letter of application highlighting relevant experience and motivation for applying
- Curriculum vitae

By email, with the Subject Governance & Operations Vacancy, to peterthompson@eiba.co.uk

Alternatively, applications may be sent by post, marked 'Governance & Operations Vacancy' to:

Peter Thompson
Chief Executive
EIBA Ltd
David Cornwell House
Bowling Green
Leicester Road
Melton Mowbray
Leicestershire
LE13 0FA

The closing date for applications is 5pm on Wednesday 1st May 2024.

Interviews will be held the week commencing Monday 20th May 2024.

The EIBA Ltd is an equal opportunities employer.

The EIBA Ltd operates a company pension scheme for all employees.