

English Indoor Bowling Association Ltd



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Leicestershire LE13 0FA
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Website: www.eiba.co.uk

General Enquiries: enquiries@eiba.co.uk

JOB DESCRIPTION

ROLE:	Governance & Operations Administrator (Office based)
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Not applicable
SUMMARY OF ROLE:	Day to day administration of EIBA Governance and core services.
MAIN RESPONSIBILITIES/ DUTIES:	<ul style="list-style-type: none">• To be the lead officer for all safeguarding enquiries and liaison with Bowls Safeguarding Panel.• To be the first point of contact for any disciplinary enquiries from clubs, counties and individuals.• In conjunction with the Chief Executive, to introduce and annually review EIBA policies and procedures.
ADDITIONAL RESPONSIBILITIES/DUTIES:	<ul style="list-style-type: none">• Maintain and update computer systems and databases supported by other relevant personnel, where necessary.• Responsible for HQ insurances, leases, repairs, renewals and utilities.• Provide general office support and administration.• Any other duties as deemed reasonable by your manager.

PERSON SPECIFICATION

ROLE: Operations and Governance Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Working within a sporting environment. Working within a small office environment.	Working within an office environment. Experience of corporate policies and procedures. Understanding of safeguarding policies and procedures.
QUALIFICATIONS		In the last 3 years successfully completed a 'Time to Listen' safeguarding course.
SKILLS	Excellent 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 sport administration.	Interest in Bowls.