

English Indoor Bowling Association Ltd

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Development Officer – Job Description and Person Specification

English Indoor Bowling Association Ltd

Location: David Cornwell House, Bowling Green, Leicester Road, Melton Mowbray, Leicestershire

Salary: £26,000 per annum

Reporting to: Chief Executive

Contract: Full-time, Permanent

Job Purpose

The Development Officer will play a central role in delivering the English Indoor Bowling Association's (EIBA) development strategy. This includes supporting clubs with recruitment and retention initiatives, administering youth programmes, liaising with national partners, and promoting the growth and inclusivity of indoor bowls across England. The postholder will be a key point of contact for clubs, coaches, schools, and national sporting bodies, ensuring high-quality support and communication to grow participation at all levels.

Key Responsibilities

Club Development and Recruitment Initiatives

- Act as the primary point of contact for affiliated clubs on recruitment and retention initiatives.
- Support clubs in developing marketing plans and producing targeted promotional materials.
- Coordinate campaigns and initiatives that attract new players and retain existing members.
- Share best practices across clubs and regions to support sustainable growth.

Youth and Schools Development

Lead on the coordination and administration of youth development activities, including:

- Skills awards programmes.
- English Bowls Youth Development Scheme (EBYDS).
- School-club partnership initiatives.
- Support clubs and coaches in engaging with schools and youth organisations.

National Partnerships and Strategic Initiatives

- In collaboration with the Chief Executive, serve as the key liaison with the Bowls Development Alliance (BDA).
- Build and maintain relationships with Sport England, Active Partnerships, leisure operators, and other stakeholders.
- Ensure EIBA development activity aligns with national priorities for sport, health, and wellbeing.

Coaching and Workforce Support

- Act as day-to-day contact for Coach Bowls and oversee coaching bursary administration.
- Encourage recruitment, training, and development of new coaches and volunteers.

Inclusivity and Accessibility

- Work closely with the Disability Co-ordinator to support and promote inclusive opportunities.
- Assist in developing and delivering programmes that increase participation among underrepresented groups.

General Administration and Support

- Ensure accurate records, reports, and databases are maintained.
- Prepare updates and reports for stakeholders.
- Undertake any other duties appropriate to the role as directed by the Chief Executive.

Person Specification

Essential Attributes

Experience:

- Experience working within a sporting or community development environment.
- Proven ability to build relationships and manage stakeholders.

Skills:

- Strong verbal and written communication skills.
- High level of computer literacy, including Microsoft Office applications.
- Ability to learn and work with new IT systems and tools.

Abilities:

- Ability to manage multiple priorities and work to tight deadlines.
- Confident in presenting and communicating with a wide range of individuals.
- Strong organisational and administrative skills.

Disposition/Attitude:

- Self-motivated and proactive.
- Team-oriented with a collaborative approach.
- Flexible and adaptable, with a committed and positive attitude.

Other:

- Understanding of sport administration and the importance of development pathways.
- Willingness to work occasional evenings and weekends if required.

Desirable Attributes

Experience:

- Background in sports development or community sport.
- Experience working with young people or schools.

Qualifications:

- Hold a current Level 1 or 2 Coaching Qualification (ideally in bowls or a similar sport).

Other:

- An interest in or knowledge of indoor bowls.
- Experience working with volunteers, coaches, or governing bodies.