



ENGLISH INDOOR BOWLING ASSOCIATION

Governance & Compliance Lead

Job Advert

Salary: £30,000 per annum (Hybrid – home working with attendance at HQ and events)

Location: Melton Mowbray (HQ) / National travel required

The English Indoor Bowling Association (EIBA), the National Governing Body for Indoor Bowls in England, is seeking a dedicated and detail-oriented Governance & Compliance Lead to join our small, passionate team.

This key role will oversee the Association's governance, safeguarding and compliance processes, ensuring that all statutory, legal and policy requirements are met and maintained. As Company Secretary, you will manage the administrative processes for the Annual General Meeting and filings with Companies House, while also being the lead point of contact for safeguarding and disciplinary matters.

You'll play an essential role in maintaining high standards of governance, transparency and accountability across the organisation, working closely with the Chief Executive and the Board of Directors.

You'll be responsible for:

- Leading on safeguarding enquiries and liaison with the Bowls Safeguarding Panel
- Acting as the first point of contact for disciplinary enquiries from clubs and counties
- Serve as the officially nominated Company Secretary for the Association
- AGM administration and filings with Companies House
- Supporting in reviewing and updating EIBA policies and procedures
- Overseeing GDPR compliance and data management
- Providing administrative and governance support to the wider team

If you are organised, conscientious and passionate about supporting good governance within sport, we'd love to hear from you.

To apply: Please send your CV and covering letter to peterthompson@eiba.co.uk by midnight on Wednesday 3rd December 2025.

Job Description

Responsible to: Chief Executive

Contract: Full-time, permanent

Hours: 9am-5pm, Monday to Friday

Purpose of the Role

To act as the EIBA's Governance & Compliance Lead, ensuring effective administration of safeguarding, disciplinary, policy and governance matters, and fulfilling the statutory responsibilities of Company Secretary.

Main Responsibilities/Duties:

- Act as the lead officer for all safeguarding enquiries and liaison with the Bowls Safeguarding Panel.
- Serve as the first point of contact for disciplinary enquiries from clubs, counties and individuals.
- As Company Secretary, manage the administration of the Annual General Meeting and ensure all necessary documentation is filed correctly with Companies House.
- In conjunction with the Chief Executive and the Board of Directors, develop, introduce and annually review EIBA policies and procedures.
- Maintain accurate and up-to-date policy documentation, ensuring compliance with relevant legislation and good governance standards.
- Oversee the Association's GDPR compliance, ensuring secure handling of data and responding to any information requests.
- Maintain and update computer systems and databases as required.
- Provide general administrative and governance support to the Chief Executive and Board.
- Undertake any other reasonable duties as requested by the Chief Executive.

Person Specification

Qualifications (desirable)

- 'Time to Listen' Safeguarding course completed within the last 3 years

Experience (desirable)

- Experience working within a sporting environment
- Experience working within a small office environment
- Experience of corporate policies, procedures or governance
- Understanding of safeguarding policies and disciplinary processes

Skills (essential)

- Excellent verbal and written communication skills
- High level of computer literacy and confidence using Microsoft Office
- Ability to maintain accurate and detailed records

Abilities (essential)

- Ability to interact effectively with a wide range of people and roles
- Able to work to tight deadlines and manage competing priorities
- Capable of representing the Association in a professional manner

Disposition/Attitude/Motivation (essential)

- Self-motivated and proactive
- Flexible and committed attitude
- Confident, diplomatic and approachable

Other Factors (desirable)

- Knowledge of sport administration
- Interest in the sport of bowls