



Position Description

Position Title	Events and Competitions Coordinator
Position Reporting To	GM Events and Competitions
Employment Status	Full Time or Part Time by negotiation
Location	Bundoora
Salary	Negotiable – dependent on experience
Date	October 2025

Position Purpose

The Events and Competitions Coordinator will assist in the delivery of new and existing events and competitions. This includes assisting in the planning, organisation and delivery. The role assists in delivering livestreaming, stakeholder/partner management and acquisition, along with presentations at BV events.

Key Responsibilities

Events and Competitions

Assist in the end-to-end management of major events including the Victorian Open, Victorian Bowls League, State Championships, Region Sides Championships, Under 18's State Championships, Awards Night, Hall of Fame, Metropolitan Pennant and all other major events on the Bowls Victoria annual events calendar:

- Assist to liaise with host venues and/or local organising committees in the lead up to and during events to ensure they meet the expected standards required (i.e. catering, risk mitigation, greens, volunteers, etc)
- Assist to coordinate all Competition Day event activities at events as the Tournament Director
- Be a contact point for all BV Events and Competitions
- Assist with hosting and managing presentations at each event
- Assisting in livestreaming production, including commentating
- Assist in presenting new event concepts to key stakeholders
- Stakeholder/Partner presentations and liaison as required to build the relationship between Bowls Victoria and its stakeholders/partners
- Liaise with Comms & Marketing staff for promotion and coverage of events

- Prepare pre-event administration tasks such as gathering entry information, following up incorrect information and participant data, developing and issuing draws/team details, handling withdrawals, prize money information and other relevant duties
- Organise player registrations, draws, appointment of officials, prizes, etc for all major events
- Ensure effective pre-event communication with all event competitors and other key stakeholders and post event communication such as results are delivered
- Follow standardised procedures and event plans for organising major events
- Work collaboratively to support volunteer committees that strengthen the efficient delivery of events
- Ensure all events and competitions are loaded into the Competition Management System
- Utilise BowlsLink for all event administration
- Other duties as requested or required by the Chief Executive Officer or GM Events and Competitions

General Duties

Assist as part of the broader office team to achieve collective outcomes with the growth of the sport and service to members

- As part of the office team as required (answering of telephones etc.)
- Other duties as required by the Chief Executive Officer, GM Commercial Operations, GM Bowls Operations (e.g. assist with High Performance, BowlsLink tasks etc)
- Attend meetings as required
- Other responsibilities as a Bowls Victoria Staff Member

Reporting

Reporting to: GM Events and Competitions

Direct Reports: None

Key Relationships

- Bowls Victoria CEO and Staff,
- GM Events and Competitions
- Senior Events and Competitions Coordinator
- Bowls Victoria Board and Committees
- Event Host Clubs
- Bowls Victoria Region & Playing Area Committees of Management
- Media, sponsors, partners and funding bodies
- Bowls Australia

Knowledge & Skills

- Knowledge of, or experience in bowls event management is highly desired
- Public speaking
- Presenting to a large audience
- Ability to deal calmly and consistently with demanding responsibilities and conflicting priorities from a range of customers and staff
- Good relationship building skills
- Knowledge of the game, including its tactics and playing styles to assist with informed commentary
- A team player with excellent relationship building and strong negotiation skills
- Highly developed written and verbal communication skills to deal with people from a wide range of backgrounds and needs
- Experience in working with volunteers
- Experience in bowls will be highly regarded

Qualifications

- Driver's License (essential)
- Current Working with Children Check (essential)
- First Aid Certificate (desirable)

Other Requirements

- A strong interest in sport with the desire to contribute significantly to the growth in participation in bowls
- Associate with the behaviours aligned to Bowls Victoria Values which are displayed on our website and amended from time to time
- Must be prepared to work weekends and travel both intrastate and interstate, at times for extended periods
- High level of computer literacy
- Experience within the sporting or leisure industry and working within not-for-profit associations is desirable
- Willing to learn new skills and knowledge of the sport where necessary to effectively undertake the role
- Applicants must have their own vehicle

Updated: October 2025

Date for review: October 2028

Approval:

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change the Position Description from time to time. Please sign as understanding and acceptance of the Position Description.

Employee Signed: _____ Date: _____

CEO Signed: _____ Date: _____