



## POSITION DESCRIPTION

### REGIONAL BOWLS MANAGER

**TITLE:** Regional Bowls Manager

**DEPARTMENT:** Participation

**START DATE:** Ongoing

**END DATE:** Ongoing

#### KEY STRATEGIC PRIORITIES:

<b>Our Business Model</b>	Implement the BA Facilities and RLV Action Plan.
<b>More Play</b>	Implement the BA National Participation Plan Implement the BA Community HubClub Strategy Implement the Bowls Club Enhancement initiative.

---

#### DIMENSIONS

Number of reports (direct and indirect):	Nil
Budget responsibility:	Nil

#### Purpose of Role

1. Increase participation and membership within the sport of bowls.
2. Provide direct support to clubs with business planning, member recruitment/retention, governance, funding, programs, information technology and volunteer strategies.
3. Implement whole-of-sport programs delivered at club level.
4. Increase the quantity and quality of coaches and officials.
5. Accurately record local membership and participation data.

#### Key Outcomes

1. Growth and development
  - Target new participants through various programs and linkages with schools.
  - Increase membership by converting participants into full members.
  - Promote the health benefits of bowls through regional service providers and community groups aiming to increase participation.

## 2. Club development

- Work directly with clubs within the region to provide support and increase participation.
- Conduct Traffic Light Assessments with all clubs within the region (annually) and enter results into the national database.
- Assist clubs as required with business planning, membership programs, information technology, volunteer strategies and governance.
- Contribute to the development of resources demonstrating best practice.
- Build relationships with local club development providers (including RSAs, schools, community groups).
- Build relationships with Local Government Authorities with a view of increasing the grant allocations to clubs within the region.
- Identify clubs without volunteer coordinators and promote the benefits of volunteer coordinators.
- Assist clubs to identify and develop key personnel with the right skills to attract and retain new members and support existing volunteers.
- Undertake an inclusion audit of all bowls club facilities and programs, including partnerships and links with community groups (annually).
- Link clubs with both sport and non-sport community groups (e.g. low socioeconomic, baby boomers, younger adults, juniors and schools, disengaged men/women, strategies to combat obesity in inactive older adults, CALD, persons with disability, indigenous, etc.).
- Work constructively with business partners that can both be of a benefit to individual Clubs and the sport as a whole.

## 3. Program delivery

- Link with and promote Sporting Schools Programs to expand the number of bowls programs nationwide.
- Assistance with development of Junior Development Squads.
- Facilitating the sale of Jack Attack Jr kits.
- Facilitation of Jack Attack programs and BPL Cup events.
- Facilitate the implementation of targeted programs for non-traditional groups (CALD, PWD, WIS, and Indigenous) specific to the demographics of the region.
- Providing guidance to clubs regarding the BowlsLink platform.
- Attendance at trade shows and major events as required by BA/STA.

## 4. Development of coaches and officials

- Assist in the promotion of coaching and official education within region.
- Audit existing coaches and identify recruitment gaps and training needs.
- Provide coach/officials with BA approved re-accreditation/professional development opportunities to meet identified training needs of individual coaches where required.

## 5. Census coordination

- Assist census consultant to communicate completion of the census templates to clubs.
- Liaise with clubs to ensure the return of completed census from clubs in a timely manner.
- Record census data from a regional perspective and input on an annual basis.

<ul style="list-style-type: none"> <li>○ Survey participants to ensure bowls stays ahead of trends in participation and input survey results online.</li> </ul> <p>6. General support to BA and STA</p> <ul style="list-style-type: none"> <li>○ Completion of notes within the CRM upon completion of each visitation.</li> <li>○ Completion of monthly reports.</li> <li>○ Completion of success story articles.</li> <li>○ Contribute to the development of BA/STA resources as required.</li> <li>○ Contribute to the development of the RBM team.</li> <li>○ Sharing of resources and best practice between RBMs.</li> <li>○ Attendance at BA/STA meetings and professional development opportunities as required.</li> </ul>
<p><b>Knowledge, skills and behaviours required</b></p> <ul style="list-style-type: none"> <li>• Essential: <ul style="list-style-type: none"> <li>○ High-level communication skills – both verbal and written.</li> <li>○ Excellent time management skills, prioritising tasks to meet daily and weekly programmed activity targets or longer term organisational objectives.</li> <li>○ Ability to deal calmly and consistently with demanding responsibilities and conflicting priorities from a range of customers and staff utilising standard negotiation and conflict resolution techniques.</li> <li>○ Advanced data entry, word processing and scheduling skills ensuring efficient production of letters, documents and reports within required timeframes.</li> <li>○ Comprehensive organisational skills to meet deadlines.</li> <li>○ Ability to work independently with minimal supervision.</li> <li>○ An ability to fit in with and form effective working relationships with a varied range of groups and people.</li> </ul> </li> <li>• Desirable: <ul style="list-style-type: none"> <li>○ Tertiary qualifications in sport management or equivalent.</li> <li>○ Certificate IV in workplace training and assessment.</li> <li>○ Understanding of the sport of bowls.</li> <li>○ Accredited coach.</li> <li>○ Accredited official.</li> </ul> </li> </ul>
<p><b>Major interactions</b></p> <ul style="list-style-type: none"> <li>• Club representatives and members (e.g. directors, volunteers etc.)</li> <li>• National Participation Manager</li> <li>• STA CEO and/or Development Manager</li> <li>• STA Staff</li> <li>• Bowls Operations Coordinator</li> <li>• Chief Operating Officer</li> <li>• Regional Bowls Managers</li> <li>• All BA/STA staff</li> <li>• External service providers (e.g. LGAs, schools, community groups, etc.)</li> </ul>
<p><b>Unique Criteria</b></p>

- Refer to RBM specific KPIs.
- Significant travel within designated region.
- Significant periods of work remote from office.
- Unique work hours - must be flexible to meet the needs of clubs.
- Travel interstate as required.

**Updated:** June, 2018

**Date for review:** June, 2020

**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.