



POSITION DESCRIPTION

REGIONAL BOWLS MANAGER

TITLE: Regional Bowls Manager

DEPARTMENT: Participation & Programs

START DATE: December 2020

END DATE: Ongoing

KEY STRATEGIC PRIORITIES:

Our Business Model | Implement the BA Facilities and RLV Action Plan

More Play | Implement the BA National Participation Plan

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.
6. General support to BA and STAs.
7. Targeted support to Zone Committees.

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"> ○ Survey participants to ensure bowls stays ahead of trends in participation and input survey results online. <p>6. General support to BA and STA</p> <ul style="list-style-type: none"> ○ Completion of notes within the CRM upon completion of each visitation. ○ Completion of monthly reports. ○ Completion of success story articles. ○ Contribute to the development of BA/STA resources as required. ○ Contribute to the development of the RBM team. ○ Sharing of resources and best practice between RBMs. ○ Attendance at BA/STA meetings and professional development opportunities as required. <p>7. Support to Zone Committees</p> <ul style="list-style-type: none"> ○ Become an ex-officio member of two Zone Executive Committees. ○ Liaison between BNSW and Zones ○ Provide BowlsLink support to Zone Match Committees and Clubs within two Zones ○ Other duties to be identified. 	<p>Knowledge, skills and behaviours required</p> <ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> ○ High-level communication skills – both verbal and written. ○ Excellent time management skills, prioritising tasks to meet daily and weekly programmed activity targets or longer term organisational objectives. ○ 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. ○ Advanced data entry, word processing and scheduling skills ensuring efficient production of letters, documents and reports within required timeframes. ○ Comprehensive organisational skills to meet deadlines. ○ Ability to work independently with minimal supervision. ○ An ability to fit in with and form effective working relationships with a varied range of groups and people. • Desirable: <ul style="list-style-type: none"> ○ Tertiary qualifications in sport management or equivalent. ○ Certificate IV in workplace training and assessment. ○ Understanding of the sport of bowls. ○ Accredited coach. ○ Accredited official.
<p>Major interactions</p> <ul style="list-style-type: none"> • Club representatives and members (e.g. directors, volunteers etc.) • Senior RBM • STA CEO and/or Development Manager • STA Staff • Bowls Operations Coordinator • GM Participation and Programs 	

- Regional Bowls Managers
- All BA/STA staff
- External service providers (e.g. LGAs, schools, community groups, etc.)

Unique Criteria

- 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.