



POSITION DESCRIPTION

REGIONAL BOWLS MANAGER – SOUTH AUSTRALIA

TITLE: Regional Bowls Manager

DEPARTMENT: Participation & Programs

START DATE: Ongoing

END DATE: Ongoing

KEY STRATEGIC PRIORITIES:

Play It	Implement our National Participation Strategy Implement the Women in Bowls Strategy
Support It	Gather more research, data analysis and insights to support our decisions and direction Implement our Environmental Sustainability Strategy

DIMENSIONS

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

Purpose of Role

1. Increase participation and membership within the sport of bowls in SA.
2. Working collaboratively with Bowls SA, 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. Working with Bowls SA to increase the quantity and quality of coaches and officials.
5. Accurately record local membership and participation data.
6. General support to BA and Bowls SA.
7. Communicate and coordinate with the Bowls SA office to ensure consistent and cohesive service delivery to clubs and support the delivery of the Bowls SA Club Development Strategy.

Key Outcomes

1. Growth and development

- Target new participants through various programs and linkages with schools.
- Increase membership by helping convert 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.
- Encourage Clubs to use Sport AUS's Game Plan digital platform, designed to provide clubs with insights into their current capability and connect them with specific resources to build and support ongoing development.
- Assist clubs as required with business planning, participation programs, information technology, social media, volunteer strategies and governance.
- Contribute to the development of resources demonstrating best practice.
- Build relationships with local club development providers (including schools and 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.
- Providing guidance to clubs regarding the BowlsLink platform.

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 Rookie Roller kits.
- Facilitation of Jack Attack programs and BPL Cup events.
- Facilitate the implementation of inclusion and diversity programs for non-traditional groups specific to the demographics of the region.
- Attendance at trade shows and major events as required by BA and Bowls SA.

4. Development of coaches and officials

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

5. Gathering participation and facilities data

- Record participation and facilities data from a club perspective and input on an annual basis.
- Support BA and Bowls SA with the collecting of trend information for the bowls community to assist BA stays ahead of trends in participation.

6. General support to BA and Bowls SA

- Work collaboratively with BA and Bowls SA staff to ensure consistent support is provided to the bowls community
- Completion of notes within the CRM upon completion of each visitation within agreed timeframes.
- Completion of monthly reports.
- Completion of success story articles.
- Contribute to the development of BA / Bowls SA resources as required.
- Knowledge share and contribute to the development of the RBM program.
- Sharing of resources and best practice between RBMs and Bowls SA staff
- Attendance at BA/Bowls SA meetings and professional development opportunities as required.

7. Communicate and coordinate with the Bowls SA office to ensure consistent and cohesive service delivery to clubs and support delivery of the Bowls SA Club Development Strategy.

- Attend relevant Bowls SA meetings to ensure current knowledge of state issues and to be part of the team
- Triage and communicate club issues to relevant Bowls SA staff in order to ensure consistent and relevant support and avoid duplication of efforts
- Knowledge share and contribute to the ongoing review and development of relevant Bowls SA strategies and policies

Knowledge, skills and behaviours required

- Essential:
 - 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 and exercise sound judgement
 - Understanding of governance and club management
 - Valid driver's licence
 - Have or willing to get a Working With Children Check
- Desirable:
 - Tertiary qualifications in sport management or equivalent.
 - Certificate IV in workplace training and assessment.
 - Understanding of the sport of bowls.
 - Accredited coach.
 - Accredited official.
 - Event management experience
 - Presenting and facilitating experience
 - Have or willing to get a current Senior First Aid

Major interactions

- Club representatives and members (e.g. bowls coordinators/secretaries, directors, volunteers etc.)
- Senior RBM
- Bowls SA CEO and Manager - Clubs and Governance
- Systems and Operations Coordinator
- Development and Programs Manager
- 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 working remotely, away from home office.
- Unique work hours - must be flexible to meet the needs of clubs.
- Travel interstate as required.