



Position Description

Position Title	Events and Competitions Manager
Position Reporting To	GM Commercial Operations
Employment Status	Full Time, Permanent
Location	Bundoora (Negotiable for the right applicant)
Salary	Negotiable
Date	June 2024

Position Purpose

The Events and Competitions Manager will oversee new and existing events and competitions, including the planning, organisation, delivery and review of major events and championships. The role also manages several aspects of BowlsLink, the competitions management system used in competitions and events.

Key Responsibilities

Events and Competitions

To plan, organise, deliver and review major events including the Victorian Open, State Championships, Region Sides Championships, Under 18's State Championships, Metropolitan Pennant and all other major events on the Bowls Victoria annual events calendar:

- Plan, review and modify as required the annual Bowls Victoria event calendar
- Develop briefs, expressions of interest and manage host venue selections
- 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)
- Liaise with the Marketing and Communications Manager to ensure promotion and coverage of events are maximised
- Plan, develop and review the Livestreaming on BTV and manage the rostering, training and integrity of commentators
- Oversee 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
- Proactive identification of opportunities for adding value to commercial partners

- In partnership with others, develop and manage the income and expenditure budget for all events
- Develop standardised procedures and event plans for organising major events
- Provide leadership and work collaboratively to support volunteer committees that strengthen the efficient delivery of events (i.e. Officiating and Laws Committee, Commercial Operations and GM Bowls Operations, Board and other key stakeholders as appropriate)
- Review and evaluate the delivery of major events to ensure they meet the needs of the competitors they are staged for and to gain insights on how to grow the number of competitors

Other duties as requested or required by the Chief Executive Officer and GM Commercial Operations

Reporting

Reporting to: GM Commercial Operations

Direct Reports: Membership and Events Administration

Key Relationships

- Bowls Victoria CEO, Staff, Board and Committees.
- Bowls Victoria Region Committees of Management.
- Media, sponsors, partners and funding bodies.
- Event Host Clubs.
- Bowls Australia.

Knowledge & Skills

- Demonstrated knowledge and experience in event management is highly desired
- Must be very well organised and be able to work under pressure, with the ability to multi-task to manage events simultaneously and meet deadlines
- 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

- Equivalent experience in a similar role or Tertiary qualifications in Event Management, Sports Management or related (essential)
- 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 behaviors aligned to Bowls Victoria Values which are Adaptable, Inviting, Unified, Supportive & Efficient.
- Must be prepared to work on some weekends and prepared to travel intrastate.
- High level of computer literacy with Microsoft Office and database management.
- 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.
- Friendly, approachable and have good relationship management skills
- Drivers Licence.
- Own vehicle.

Updated: June 2024

Date for review: June 2027

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: _____