

BRITISH CROWN GREEN BOWLING ASSOCIATION

NATIONAL ADMINISTRATOR

JOB DESCRIPTION

The National Administrator will work to support the Association and with the Chief Executive Officer to effectively manage the day to day administration. The duties will include those listed but may also involve additional workload as and when required by the Association.

Administrative Duties.

- Deal with day to day correspondence and communications.
- Liaise with the Officers of the Association to maintain the coherent running of the sport.
- Receive entry details for various competitions and distribute information as required.
- Collate bookings for Senior merit and distribute to county associations.
- Collate information for the Association Handbook and deal with the printers.
- Prepare and distribute Agendas and Minutes for all BCGBA meetings including the Association's AGM and Rules Revision meetings and book meeting rooms.
- Oversee enquiries for Open Competitions and issue certificates.
- Produce monthly reports and Newsletter as necessary.
- Liaise with the National Registrar on the national database.
- Maintenance of the Association's website and social media as appropriate.
- Arrange for advertisement and interviews for vacant positions as required.
- Arrange for trophy purchase and engraving prior to competitions.

Personal Requirements.

The post is home based, although travel to meetings will be required for which expenses will be paid.

The successful candidate will have strong literacy and numeracy skills including proficiency in office technology. They will have an organised, logical and methodical approach to issues, have excellent interpersonal skills and have a committed and professional approach to their work.

This is a part time post with further conditions of service discussed at interview.

Remuneration circa £10000 per annum.