



Bowls Development Alliance

JOB DESCRIPTION

JOB TITLE:	Club Development Officer P.T (Women Can)
SALARY	£11,000
Working Week	3 days per week
RESPONSIBLE TO:	Club Development Co-ordinator
LOCATION:	Home based but responsible for delivery of the Women Can programme across the country. National travel and travel to the Head Office in Melton Mowbray will also be required.
DURATION:	This post is on a fixed term basis until March 31 st , 2021

MAIN PURPOSE OF THE JOB:

To work with bowls clubs across the country to increase the number of women over the age of 55+ playing bowls, coaching bowls and volunteering in bowls and in so doing meet the targets as agreed with Sport England.

MAIN DUTIES AND RESPONSIBILITIES:

1. To support clubs to decrease the current gender divide and meet the target of 40% participation by women in the sport.
2. Support the continued rollout of the national initiative with the Women's Institute ensuring timelines, objectives and targets are met.
3. Work alongside the other Club Development Officers and support "Women Can" programmes in those clubs signed up to the Club Development Programme.
4. Responsible for the marketing and promotion of the "Women Can" programme across all platforms.
5. Responsible for the monitoring and evaluation of the "Women Can" programme and collating data as required by the Development Manager.



GET ACTIVE, HAVE FUN, PLAY BOWLS

6. To regularly contribute to the bi-monthly newsletter and content for the BDA website as well as social media by drawing on news, successes and best practice.
7. To provide reports and updates as required by senior management and to ensure all data is input and updated weekly onto the KPI sheets.
8. To communicate regularly with and attend meetings as appropriate with our National partner -Women's Institute.
9. Develop the "Women Can" package and promote extensively.
10. Opportunity to develop new programmes which focus on volunteering opportunities for women.
11. To work in partnership with "Coach Bowls" to offer "Women Can" Level 1 courses aimed at encouraging more women into coaching.
12. To comply with all company policies and procedures, including Safeguarding, Equal Opportunities and Health & Safety regulations.
13. To work occasional evenings and weekends if required.
14. To support the work of the whole team as required.