



Job Advertisement

Assistant Administrator - Competitions

Salary: £14,000-£15,000 per annum (subject to experience)

Bowls England, the National Governing Body for Outdoor Flat Green Bowls, is seeking an Assistant Administrator to be based in its new headquarters in Royal Leamington Spa. Due to the nature of the post a working knowledge of the sport of bowls is essential.

You will be responsible for the smooth-running of all National Competitions organised by Bowls England.

You will also provide assistance as required during the Bowls England National Championships, which will be held in their entirety in Royal Leamington Spa from the summer of 2014.

You will work well under pressure to meet tight deadlines, have the ability to multi-task and the flexibility required to work in an ever-evolving environment.

Hours of work are Monday-Friday 9am to 5pm with one hour for lunch each day.

Employees receive 20 days paid annual leave plus Public Holidays.

Please note due to the nature of the business occasional evening and weekend work may be required, for which time off in lieu will be agreed.

For an informal discussion regarding the role please contact Alistair Hollis, Development Officer, on 07765 050408 or e-mail: alistair.hollis@bowlsengland.com

To apply candidates should send the following:

- Letter of application highlighting relevant experience, skills and motivation for applying
- Curriculum vitae

Please reply by e-mail to: alistair.hollis@bowlsengland.com

Alternatively applications may be sent by post, marked 'Assistant Administrator Vacancy' to:

Chief Executive
Bowls England
Lyndhurst Road
Worthing
West Sussex
BN11 2AZ

Closing date for applications: Friday 3rd May 2013 (5pm)

Interviews: Friday 17th May 2013 (Royal Leamington Spa)

Bowls England is an equal opportunities employer.

Bowls England operates a company pension scheme for all employees.