



## Job Description

Job Title:	Managing Director
Salary:	£50k
Hours:	37 hours per week
Responsible to:	Chair of the Bowls Development Alliance
Responsible for:	The Bowls Development Alliance team staff
Location:	Office based with Home working as and when necessary.
Territory:	England
Duration:	This post is on a fixed term basis until March 31 <sup>st</sup> 2021 and is subject to annual confirmation of the funding award. In the event that the funding is withdrawn/reduced before the fixed term period expires, the contract of employment will/may be terminated with one month's written notice.

### Organisation:

Bowls Development Alliance (BDA) was established in 2010 by the four Bowls National Governing Bodies, in conjunction with Sport England, to work across the codes to develop the game, invest government funding effectively and to inspire more people to participate in the sport.

### Main Purpose of the Job:

The Managing Director is responsible for the strategic and sustainable direction of the Bowls Development Alliance and ensuring that all outcomes as agreed with Sport England (SE) are met for the period 2017 – 2022. Prepare submission for the next SE funding cycle 2022-2026.

### Main Duties & Responsibilities:

- Operate as an individual in the best interests of the company.
- Deliver the Play Bowls strategy for 2017-2022 and ensure the effective delivery of all programmes within it. i.e. Club Development Programme, Play Bowls Packages, Woman Can, Disability Development, Just Bowl.
- To line manage the Business Operations Manager, Development Manager to ensure outcomes are met.
- To manage the work of the whole team, ensuring that an appropriate working style and work practises are laid down. That a reporting system is in place to cover diary/ time management, meeting contact reports, expense reports and best practice on all issues to maintain an effective organisation.
- To liaise with Sport England on outcomes, financial accountability and governance.
- To liaise with the BDA Chair on all relevant matters on a regular basis.
- To report to the BDA Board on a quarterly basis on progress of the annual operational plan & budget.
- To liaise with the BDA Board to ensure all governance requirements are met.
- To evaluate the outcomes of the strategic plan and provide effective management information as required by Sport England, the BDA Board and other partners.
- To raise the standards of safeguarding throughout the sport of bowls.



# GET ACTIVE, HAVE FUN, PLAY BOWLS

- To actively raise the profile of the sport of bowls with key relationships stakeholders & partners.
- To liaise effectively with all governing bodies, creating an environment of shared understanding , strategic and effective day-to-day collaboration.

## Key Relationships , Stakeholders & Partners

- BDA Chair.
- BDA Board of Directors.
- Sport England.
- Bowls England.
- English Indoor Bowling Association Ltd.
- English Short Mat Bowling Association.
- British Crown Green Bowling Association.
- Disability Bowls England.

## BDA Board Meetings:

- Attend all Board Meetings called during the year unless prevented by exceptional circumstances.
- Present a quarterly report on all matters relating to the Company's business.
- Liaising with the BDA Chair to ensure the agenda is effective, reflecting transparency of the BDA business activities during the period.

## Board Obligations:

- Ensure that the decisions of the Board are implemented in full and within the agreed timescale.
- Ensure that all financial information presented is correct , that financial controls and systems of risk management are robust and defensible.

## HR Matters:

- Ensuring that the Chair is informed when issues of concern are raised (or when any other situation arises) regarding any member of the BDA staff.
- All staff appraisals to be completed at least once annually and that follow up meetings take place throughout the year.
- Propose any amendments to current employees' terms and conditions and agreements every March, in the first instance, to the BDA Chair for discussion and approval to take forward to the Board for final sign off.

### **Managing Director personal Specification, Experience & Behaviours.**

- Demonstrate an understanding of Sport England & National Governing Body environment.
- Proven success working in a matrix stakeholder environment.
- Experience of developing a sports funding submission or similar.
- Experience of working with sports clubs and volunteers.
- Experience of engendering behaviour change in the leisure industry.
- Ability to think strategically, analyse insight and integrate multiple work streams.
- Excellent communication skills with an ability to inspire and motivate staff & volunteers alike.
- Resilient , can do attitude with a determination to deliver results.
- Good inter-personal skills with a team orientated mentality.

If for any reason you are unable to adhere to any of the aforementioned the BDA Chair should be informed immediately.

Issued June 16<sup>th</sup> 2020