



Bowls England  
Riverside House, Milverton Hill,  
Royal Leamington Spa,  
CV32 5HZ  
01926 334609  
[www.bowlsengland.com](http://www.bowlsengland.com)

**Patron:** Her Majesty Queen Elizabeth II

## **BOWLS ENGLAND – PEOPLE AND GOVERNANCE OFFICER**

### **Background**

Alright, we know what you're thinking! Didn't Barry from EastEnders sing at a bowls event? Who sent me that video of an incredible bowls shot not so long ago? Isn't bowls just slow and boring?

Well, if you've got this far and keen to read on, you must be ready for a new career challenge, be the kind of person who is open-minded to fresh possibilities or, perhaps, you're just one of the 100s of 1000s of people who has already fallen in love with our sport.

Whichever it is, with a new strategy, new leadership and renewed purpose, this is a great time to join our Bowls England team. The effects of Covid-19 meant 2020 was a challenging year, yet it provided a platform for reflection and innovation. Over the last 6 months we have completed a comprehensive programme of research and our ambitious, new strategy will tackle the challenges our sport faces and take advantage of the huge opportunities we have identified.

All roads lead to more people playing the game and to grow we need to change perceptions of bowls, broaden the gateway to our sport, deliver great participant experiences, empower our volunteers and lead with purpose. Our people are integral to this mission and we need to ensure we have the capacity and capability to succeed, hence we're on the hunt for some talented and resilient new team members.

So, back to those questions of yours –

1. Yep, it really did happen!
2. Dunno, but whoever sent it knows their sport. To save you hunting through your messages, here it is <https://www.youtube.com/watch?v=e4ohG2I0NA8>
3. Unsurprisingly, we don't think so. We'd choose words like mesmerizing, sociable, doable and vitalizing. If your application is successful, you'll find out for yourself.

### **About Bowls England**

We are the National Governing Body for lawn bowls, the form of the sport which is played at the Commonwealth Games. Over 100,000 people play bowls regularly within the 2000 bowls clubs nationwide.

Our dream is for everybody to imagine the joy and benefit of playing sport and we believe the inherent qualities of bowls are well-placed to make that happen. Our mission is to promote and develop the sport of bowls across England so it enriches the lives of its participants, connects communities and is in good health for future generations.

In the vanguard of that mission are 9, soon to be 12, members of the Bowls England staff team, overseen by a knowledgeable board of directors and supported by an army of spirited volunteers. We live and breathe our values, appreciate these qualities in others and look for these characteristics in new members of the team. If you're collaborative, adaptable, responsible and encouraging, you'll definitely fit in.

**VAT No: 926 4696 86**

**Registration No: 06297656 (England & Wales) Limited by Guarantee**

**Registered Company Address: Bowls England, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ**



## Role Description

**Role:** People and Governance Officer

**Reporting into:** Head of Business Operations

## Key Responsibilities

This is a fantastic role for you if you enjoy getting the very best out of other people. Should you be successful, you will:

- Manage the day-to-day HR requirements of the organisation including staff engagement, training and development, reward and recognition and internal communications.
- Support the management of the office bringing to life the BE team culture and organising staff meetings.
- Act as the first point of contact for customer enquiries by telephone or email, and second point of contact via post.
- Build and develop a work experience and intern plan.
- Develop and deliver a volunteer strategy to maximize the potential of administrators within the sport.
- Pro-actively mobilise the large volunteer workforce
- Support the Presidential Team to discharge their duties and manage the international athletes' ambassadorial appearances.
- Deliver the Annual Awards event and associated volunteer recognition activities.
- Support with the organisation of the organisation's corporate functions and events.
- Support the delivery of the organisation's governance work including the Governance Working Party.
- Support the development and delivery of a Diversity & Inclusion strategy to broaden the sport's participation-base.
- Work across the bowls codes, develop best practice policies across all areas of ethics and welfare, delivering education and training.

## Person Specification – Experience

During the application process, we hope you'll evidence -

- Previous experience working in a people-orientated role whether it is within human resources or working with groups of volunteers.
- Experience of affecting organisational or team culture and creating an environment where people feel involved, recognized and can achieve their potential.
- Understanding of the volunteer workforce in a sports context and examples of guiding and motivating volunteers.
- Understanding of good governance, ideally within the sport and leisure sector, and evidence of delivering best practice in areas of governance.
- An ability to be able to plan and deliver quality business events achieving agreed outcomes within a set budget.

## Person Specification – Skills and Behaviours

Whilst also demonstrating you are -

- Passionate about people and their wellbeing and development.
- An excellent communicator able to engage with a diverse cross-section of people, shape perceptions and influence behaviours.
- Highly-organised with the ability to develop and manage actions plans working with internal and external stakeholders.

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- Someone with high levels of integrity with a desire to enhance the reputation of the organisation's and sport in which you work.
- An excellent team-player with a positive, energizing, can-do attitude.
- A person who leads by example with an appetite for continuous improvement

### Role Details

The position commands a starting salary of circa £23,000 p.a. plus benefits. We operate a discretionary, performance-related bonus scheme.

This is a full-time role based at our Head Office in Royal Leamington Spa. Recent events have helped us embrace more flexible working.

### Equal Opportunities Statement

Bowls England is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We oppose any form of unlawful and unfair discrimination and make recruitment decisions based solely on qualifications, merit, and business needs at the time.

### Our values

To achieve our mission we will be –

**Collaborative** - we believe that together we can achieve more. We share perspectives, seek out common goals and perform tasks with a mind-set of respect, trust and co-operation. We appreciate the varied contributions of those around us and are prepared to challenge those who do not have the wider interest of the sport at heart.

**Adaptable** - we will strive to be relevant in the ever-changing environment in which we live. We will be open-eyed and open-minded to the opportunities ahead of us, we will listen to others and we will display a can-do attitude. Whilst we remain steadfast in our purpose, we recognize the importance of being flexible in our approach.

**Responsible** - as custodians of our sport, we are committed to leaving it in a better place than we found it. We will be focussed in our mission, we will be proactive, we will be accountable for the decisions we make and we will be conscientious in our duties. We learn from our bad days and celebrate our good ones, knowing we will start afresh tomorrow.

**Encouraging** - we will harness the energies of those around us through our friendly, positive yet resilient demeanour. We will enable others to imagine what is possible, empower them to fulfil their potential and support them at times of need. Our words and actions will be motivational and embolden our sport in its future endeavours.

### How to Apply

To apply, please send your CV, together with a covering letter explaining why you are suitability for the role, to Helen at [ourfuture@bowlsengland.com](mailto:ourfuture@bowlsengland.com). Please use the job title as the subject. The closing date for applications is Monday 12<sup>th</sup> April and first round interviews will take place virtually during the week commencing 19<sup>th</sup> April.

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