



The Hon. Secretary

Job Vacancy: Secretary

Responsible to: Executive Committee

Job Purpose: To record and execute all the business of the Welsh Lawn Bowls (WLB) on behalf of and directed by the Executive committee, in order to foster and promote the game of flat green outdoor bowls in Wales and protect its members interests.

Welsh Lawn Bowls is the National Governing Body for lawn bowls in Wales with 400 clubs and over 9,000 members.

Our vision: Bowls – at the heart of your community, active, modern and accessible to all.

Our mission:

- To continue to support the development of clubs and competitions
- To encourage equality in bowls.
- To support excellence in governance being implemented at all levels of bowls in Wales
- To support players in achieving their full potential
- To promote a more positive image of our sport

Key responsibilities:

- To ensure a record of all relevant business is kept and reported to the Executive Committee.
- To attend all relevant internal meetings of the WLB including Executive meetings, Sub-committee meetings, and Selection committee meetings as and when necessary.

To represent WLB at World Bowls, Bowls Europe, British Bowls, Bowls Wales, Commonwealth Games and other meetings as and when necessary.

- To promote and support the growth of minority groups such as women, junior bowlers, para bowlers and ethnic minority bowlers and to engage with such groups to look after their best interests.



To liaise with the Treasurer and minute Secretary to update relevant WLB policies in line with Bowls Wales policy, and to prepare a comprehensive and effective funding application submission to Bowls Wales to ensure WLB receives the maximum funding it deserves.

The Secretary will be responsible for the administration of the WLB and in doing so contribute to the good governance and management of the WLB - in this capacity they shall fulfil the following duties:

National Governance:-

- To understand and update WLB Constitution and policies.
- Effectively communicate all WLB policies, principles and values in a clear and professional manner, be it internally or externally.

The Secretary should:

- Prepare the Agendas for Meetings.
- Make relevant plans including the venue, date, times for meetings.
- Give adequate notice of the meetings.
- Collect and collate reports from officers.
- Call for and receive nominations for committees and other position for the WLB AGM.
- Ensure that accurate minutes are taken and written up after each meeting.
- Read, report, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual reports.
- Maintain files and legal documents such as constitutions, policies, and protocols.
- Have an excellent working knowledge of the constitution, and WLB policies.
- Act as the public face of WLB consulting with members of the public, affiliated bodies, and Bowls Wales.
- Be present at the AGM and any SGM to offer support and information where required.
- Work and communicate closely with all other executive officers to ensure the business affairs of WLB runs smoothly.
- Work with the Team Managers (Men, Ladies, Para Athletes) to ensure the best interests of our elite athletes are taken care of and that the Welsh teams are fully prepared to achieve success on the world stage.
- Similarly work with the Academy coordinator to ensure a suitable programme of coaching and match events are compiled to ensure our talented youngsters development continues to progress, and that the game of bowls is promoted with new young players, so we meet our targets of increasing under-18 participation.



Person Specification:

Essential:

- If asked to do so, the successful candidate should be willing to supply a DBS certificate (dated within 28 days of the request)
- Excellent IT software skills (Particularly Word, Excel, PowerPoint etc.)
- Has a clear understanding of the need for good governance, and demonstrates those principles on a routine basis.
- Excellent attention to detail
- Has excellent communication and interpersonal skills.
- Has good leadership skills, is well organised, and can delegate tasks
- Is a good listener, and demonstrates tact and diplomacy when needed.
- Can maintain strict confidentiality on relevant matters.
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- Has a proven track record of working in a similar position previously.

Desirable:

- 3 years experience on a County Management or Executive committee.
- Whilst not essential, the ability to speak Welsh would be an advantage.

Skills & abilities:

- Self-motivated, energetic and driven leader with a positive approach to work.
- Excellent Communicator
- Can successfully prioritise tasks to ensure urgent work is completed first.
- Deals tactfully and confidently with people of all levels of the organisation (both internally and externally) building collaborative relationships
- Displays a flexible approach to meet work requirements
- Excellent organisation, planning and time management skills with the ability to hit deadlines



- Ability to work under pressure and deliver results against set targets
- A commitment to ongoing professional development
- Willingness to learn new skills where necessary to effectively undertake the role
- A passion for sport

Other:

- Applicant must hold a full current driving licence and have access to a car. The postholder may be required to travel independently to meetings.
- This is a busy role. Candidates must understand that the role will require frequent evening and weekend work as and when required. Whilst there are quieter periods, particularly in the winter months, these are usually spent in preparation, and planning for the forthcoming season.

Expenses:

You will be entitled to be reimbursed for all reasonable expenses properly incurred in the performance of your duties.

Application process:

The closing date for applications is **12:00 noon on Tuesday 14th October 2025**. Applications received after this time will not be considered.

To apply for this role please fully complete:

- Attach a current CV with names of two referees.

Please return your application marked **PRIVATE & CONFIDENTIAL** to:

Nick Harris

Hon. Interim Secretary

by email to: secretary@welshbowls.co.uk