



The Hon. Competition Secretary

Job Vacancy: Competition Secretary

Responsible to: Hon. Secretary Welsh Lawn Bowls

Job Purpose: To provide high quality, efficient and focused administrative and general support services to players and clubs who are involved Competition & Events

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:

- Provide administrative support within the Competition & Events to enable delivery of the Calendar of Events, including National Finals.
- Undertake core administrative tasks, including preparation of letters, booking of venues, arranging meetings, etc.
- Liaise with Assistant Secretaries & Secretary.
- Monitoring and administering a range of correspondence.
- Use draw software to produce competition draws and update results
- Communicate with Webmaster with competition information/draws/results etc



- Issue surveys, gather feedback and produce findings from all competitions/events

Cradle to grave ownership of WLB Open (Mixed) Competitions (Singles & Pairs) from entry, draw, to handling results, and liaising with the webmaster to update draws, delegating responsibility where necessary to the Assistant Secretary.

- Attend competitions/events when required to support delivery as part of the Competition Calander

- Manage the National Championship Finals each year and is present throughout.

Works with the Secretary and Treasurer to agree orders for competition medals / prizes each year.

Sits on the competition sub-committee which reviews competition rules and formats, annually making recommendations to the executive committee for beneficial changes.

Organises schedules for test matches, and international series held in Wales as requested by the Secretary.

Support the Welsh Bowls strategy and uphold the Welsh Bowls values

Undertake any other duties as appropriate to meet the needs of Welsh Bowls as requested by the Secretary and Executive committee.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of work and will be amended in light of the changing needs of the organisation.

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)

Experience of working with Microsoft Packages (Word, Excel, PowerPoint etc.)

- Experience of working in a customer focused environment dealing with a wide range of enquiries



- Experience of working in an office environment demonstrating excellent administration skills

Experience of organising or assisting with bowls competitions at club or county level.

Desirable:

3 years experience on a County Management or Executive committee.

Experience of organising & managing competitions at club or county level.

A proven track record of Managing or leading a team in a business or sporting environment

- Knowledge of current WLB competition event practices

Whilst not essential, the ability to speak Welsh would be an advantage.

Skills & abilities:

- Self-motivated, energetic and a positive approach to work
- Communicates in a well-structured, concise and clear way, both verbally and in writing
- Distinguishes between priority and non-essential tasks and plans accordingly
- 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
- Willingly accepts responsibility for their own area of work and for delivering required results
- Excellent organisation, planning and time management skills with the ability to hit deadlines
- Strong and effective communication and interpersonal skills with a track record of working effectively as part of a team
- Excellent attention to detail
- 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.
- The role will require frequent evening and weekend work as and when required. The commitment will vary depending on the time of year, so the candidate must be prepared to be flexible with working arrangements.

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 Monday 22nd September 2025**. Applications received after this time will not be considered.

We hope to hold interviews during weeks commencing 29th September and 6th October.

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