



The Hon. Webmaster

Job Vacancy: Assistant Secretary

Responsible to: Hon. Secretary Welsh Lawn Bowls

Job Purpose: To ensure the WLB website is populated with the latest news, results and event information as directed by the Secretary, and Competition Secretary. To continually improve the website and benchmark it against other NGB bowling websites.

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:

- Ensure website is kept up to date with news, event information, results, changes to calendar etc so that our members and the general public are fully aware of WLB business.
- Liaising with and assisting other officers as required, including social media Officer, Competition Secretary, and the Secretary.
- Ensure any issues with the website are dealt with swiftly by liaising with the IT provider.

Add historical data onto the website such as past National Champions & finalists, British Isles, European, Commonwealth Games, & World Championship medalists.



Benchmarks the WLB website against other National websites, and with the agreement of the Secretary and Executive committee takes necessary steps where appropriate for improvement.

Attend Information & communication sub-committee meetings of Bowls Wales & report any relevant information to the Secretary & Executive committee.

To attend National Finals to ensure website is updated, to liaise with host club to ensure live scoring is accurate, to update reports and photographs so that the website is up to date hour by hour, and to liaise with the press as required.

Assists the CS with scheduling, particularly for the National Finals.

Keeps Savegar Cup, County Championship, and Senior County Championship, Carruthers shield, mixed competition results and ladies' competitions draws up to date by liaising with the Competition Secretary and Assistant 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 or 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:

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

Experience of computer programming relating to the creation and update of websites.

- Experience of working in a customer focused environment dealing with requests and deadlines.
- Excellent office administration skills



- Basic understanding of how bowls competitions are run.

Desirable:

- Previous experience of working on a County executive committee or club management committee.
- Currently or previously have been in a similar role of updating & / or managing websites.

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
- 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
- Good communication and interpersonal skills with a track record of working effectively as part of a team
- Excellent attention to detail
- Willingness to learn new skills where necessary to effectively undertake the role
- A passion for sport

Other:

- If asked to do so, the successful candidate should be willing to supply a DBS certificate (dated within 28 days of the request)

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 varies depending on the time of the year, so the candidate must be flexible to meet the required working requirements.

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 aim to hold interviews during weeks commencing 29th September & 6th October 2025.

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