



The Hon. Assistant Secretary

Job Vacancy: Assistant Secretary

Responsible to: Hon. Competition Secretary, & 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 in Competition & Events. To assist the Secretary as required.

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.
- Organise, and manage the WLB Calendar of events as directed by the Secretary (Sec) and Competition Secretary (CS).
- Be responsible for sending, receiving and registering all entrants to ladies competitions. Will assist the CS with draws, and will receive results from winners of ties and update draw sheets by liaising with the webmaster.

Receives & updates Savegar cup results and updates tables by liaising with the webmaster



- Monitoring and administering a range of correspondence regarding competitions.
- Use draw software to produce competition draws and update results
- Assist the CS by Issuing surveys, gathering feedback and produce findings from all competitions/events
- Attend competitions/events when required to support delivery as part of the Competition Calander (e.g. Junior Competitions, County super-9's).
- Assist the CS with management of the National Championship Finals each year for the entire duration.

Attend all Executive Committee meetings.

Together with the CS, may be required to attend the competition sub-committee meetings which reviews competition formats and rules annually, making recommendations to the executive committee for beneficial changes.

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 working in a customer focused environment dealing with a wide range of enquiries
- 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.
- Knowledge of current competition event practices in lawn bowls & experience of organising or assisting with the running of competitions.

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
- 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 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