



Job Description

General Manager – Bows Wales

£35,000 pa pro rata based on a 35 hour week plus pension

20 days annual leave plus bank holidays pro rata

Part-time 21hrs p/w, Fixed Term (2 years)

Reporting to: Bows Wales Chair

Responsible for: Bows Wales Community Development Officers

Main Purpose of Role

To lead and manage Bows Wales, working with the Board of Directors, staff and key stakeholders (National Governing Bodies and Sport Wales) to ensure delivery of all strategic and operational goals.

Strategic Development

- With the Board of Directors, deliver Bows Wales Strategic Plan 2016 -2018 and develop the 2018-2022 strategy
- Raise the profile of the Bows Wales within the Welsh and UK sports sector to help achieve the Sport Wales objective of 'Every Child Hooked' increasing participation and club membership
- Manage and strengthen existing relationships with key stakeholders
- Identify and build new partnerships to increase opportunities for growth and sustainability of the sport.
- Maintain effective communication with all stakeholders to engage and contribute to the work of the Bows Wales.

Leadership and Management

- Be the main point of contact for all matters related to the Bows Wales including development and implementation of effective policies and procedures to ensure effective delivery of organisational objectives
- Be responsible for progressing and demonstrating clear progress in good Governance of the Bows Wales adhering to the principles of the Governance and Leadership Framework Wales
- Monitor and record progress against the Bows Wales Strategic, Performance and Development Plans for 2016 –2018 and beyond
- Work closely with and report monthly to the Board of Directors including budget and risk management



Welsh Bows Federation



- Manage the recruitment, monitoring and development of all Bows Wales staff and ensure all are motivated and able to achieve within their role to help deliver the Bows Wales strategy.
- Ensure Bows Wales maintains a duty of care to all staff and members and is compliant with all key organisational and legal requirements including the Equality, Inport and Safeguarding Sport Standards
- To work with the Bows Wales Financial Director to identify funding streams and opportunities for future investment.
- To carry out any other duties as may be required from time to time by the Bows Wales Board

Personal Specification

<i>Skills & Competencies</i>	<i>Essential</i>	<i>Desirable</i>
Experience		
2-3 years in a leadership role	x	
Qualifications		
Finance qualification		x
Management / leadership qualification		x
Leadership		
• Ability to lead an organisation	x	
• Set & drive strategic direction	x	
• Ability to adapt to and manage change	x	
Managing People		
• Ability to inspire and empower others	x	
• Ability to lead and motivate staff and volunteers	x	
• Effective relationship management	x	
• Managing conflict	x	
Finance & Governance		
• Experience of managing financial budgets	x	
• Experience of managing effective governance processes	x	
Performance Management	x	
• Excellent communication skills	x	
• Ability to prioritise multiple issues	x	
• Marketing and communications experience		x
• Ability to develop commercial opportunities		x
Personal Qualities	x	
• Understanding of sports structures in Wales and the UK		x
• Effective Time management & organisational skills	x	
• Proactive and able to work independently	x	
• Welsh Speaker		x