

Job Title:	Secretary to the Welsh Women's Bowling Association (WWBA)
Reports to:	Welsh Women's Bowling Association Executive Committee
Job Purpose:	To oversee the running of the WWBA, to ensure its success in promoting the sport of bowls.
Start Date:	1 st December 2017

Key Responsibilities	<ul style="list-style-type: none"> • To ensure that the WWBA is run as a professional organisation in line with its constitution • To work in the best interest of the WWBA and its members • To promote the WWBA and its objectives • To work with other NGBS and service organisations • To work with the WWBA Senior and Junior Team Managers • To work with the WWBA Selectors • Ensure the WWBA is represented at key meetings and events
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Skills/Competencies Required:

People Skills:	<ul style="list-style-type: none"> • An exceptional communicator with all stakeholders.
Specialised Skills:	<ul style="list-style-type: none"> • Ability to work on one's own as well as working as part of a team. • To chair and contribute to WWBA and other stakeholder meetings. • Good time management with an ability to hit set deadlines. • Ability to respect confidentiality • A good knowledge of Microsoft Office or similar applications. • Knowledge of mobile communication devices. • Preparation of reports. • Excellent organisational skills.
Other	<ul style="list-style-type: none"> • Access to a computer and telephone. • Ability to drive
Desirable criteria:	<ul style="list-style-type: none"> • Knowledge of the game of bowls • Knowledge of World Bowls • Knowledge of British Isles Bowls

Applications should be emailed to:

WWBA Hon Secretary Mrs Gill Hughes - gillchem57@gmail.com by Monday 30th October 2017