

Yorkshire County Crown green Bowling Association

Applications are invited for the role of County Development Officer

Main Responsibilities

- Liaise with BCGBA Development officer
- Work in partnership with other practitioners and agencies to initiate and support developments.
- Produce agendas for all Development meetings.
- Record and produce accurate minutes for all Development Committee meetings.
- Provide regular reports and updates for all Management, Officers and Development meetings.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Play an active role in the governance of the sport of Crown Green Bowls and attend various YCCGBA and BCGBA meetings
- Working with the County Development team produce a Development strategy for YCCGBA
- Develop Opportunities to grow the membership of the Associations clubs
- Develop Club Development plan templates and supporting documentation
- Working with the Coaching bodies to facilitate Open Days and structured Coaching within associated clubs Skills Required
- Computer proficient, with a sound administrative background.
- Skilled communicator, with proven verbal, written and presentation ability.
- Good interpersonal and leadership skills.
- Ability to support team members in a professional manner.

Please respond to CEO YCCGBA Montrose Ripley Road Knaresborough HG5 9BY

Email stevencochrane@btconnect.com mobile 07730955892