

Position Description

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| Position: | Centre Manager |
| Reports to: (BNH) | Chairperson of the Board of Bowls North Harbour |
| Functional Relationships with: | Key Stakeholders – Clubs and Players Bowls North Harbour Board Treasurer BNH Match Committee BNH Umpires Association National Body (Bowls NZ) Other Centres (Regions) |

Key Duties:

1. Event Co-ordination of all Centre Events and any other Event managed by BNH.
2. Regular Club Visits to enhance relationships with our Key Stakeholders.
3. Conduct Strategic Meetings with all Clubs on a regular basis.
4. Participation (if a Bowler) in Club Events.
5. Management of Bowls Hub – Software Programme that provides complete processing of all Event Entries, Event Management through to Event Results.
6. Liaison with Treasurer to ensure all Entry Fees are paid and arrange Prize Money when required.
7. Complete and Provide Cost Analysis to Treasurer after each Event.
8. Liaison with BNH Umpires Association to appoint Officials for each event.
9. Provide Administration Services to BNH Match Committee (including being a member of the Match Committee).
10. Ensure that all Players within BNH have an up-to-date Bowls Hub profile.
11. Management of BNH Website including all Social Media Channels.
12. Manage the preparation and distribution of the BNH Annual Handbook.
13. Management of BNH Emails and Communication with Clubs.
14. Preparation of Weekly Newsletter.
15. Liaison with Bowls NZ and other Centres (Regions)
16. Prepare Board Agenda, take Minutes for all Board Meetings and distribute minutes to all Board Members (minimum of 10 per annum).
17. Schedule Regular meetings with Board Chairperson (minimum of 2 per month).
18. Undertake other tasks when required as directed by Board Chairperson.

Key Attributes of Ideal Candidate

1. Excellent Administration Skills.
2. Strong knowledge of Microsoft Office (Word, Outlook and Excel).
3. Proficient Time Management Skills.
4. Excellent Communicator and the ability to build and maintain strategic relationships with BNH Key Stakeholders.
5. Experience working in Sport & Recreation Sector (ideally Lawn Bowls).
6. Knowledge of the Sport of Lawn Bowls.
7. Current Playing Member of a Bowls Club (ideal but not prerequisite).
8. Strong Organisational Skills.
9. Good Sense of Humour.
10. Ability to work autonomously.

Work Hours

Monday – Friday 20 Hours per week (some weekend work maybe required).