



BOWLS WELLINGTON INC

POSITION DESCRIPTION

Competitions & Administration Coordinator

1. POSITION PURPOSE

The Competitions & Administration Coordinator is responsible for the effective administration and coordination of Bowls Wellington's Centre competitions and for providing high-quality administrative support across the organisation.

The role is a key point of contact between Bowls Wellington, affiliated clubs, players, Tournament Managers, umpires, greenkeepers and other stakeholders involved in the delivery of Centre competitions.

The position will ensure competitions are well organised, accurately administered and clearly communicated, while supporting the General Manager with the day-to-day administrative requirements of Bowls Wellington.

2. KEY RESPONSIBILITIES

Competition Administration & Coordination

Coordinate the administration of Bowls Wellington Centre competitions, including:

- Administering competition entries, primarily through **BowlsHub**.
- Preparing competition draws and associated tournament documentation.

- Preparing and maintaining **Conditions of Play** in consultation with the General Manager.
- Ensuring competition information is accurate and distributed to clubs, players, Tournament Managers and other relevant stakeholders in a timely manner.
- Recording and maintaining competition results through BowlsHub and other Bowls Wellington tournament systems.
- Ensuring draws, results and other relevant competition information are kept up to date.
- Liaising with host clubs regarding competition requirements and tournament arrangements.
- Liaising with greenkeepers regarding green availability and requirements.
- Liaising with umpires regarding competition appointments and requirements.
- Liaising with Bowls Wellington Tournament Managers and providing them with the information and documentation required to successfully deliver events.
- Responding to competition-related enquiries from clubs and players.
- Maintaining accurate competition and player records.
- Assisting with draws and other administrative requirements relating to representative events when required.
- Supporting the General Manager with other competition-related administration as required.

Bowls Wellington has a team of Tournament Managers responsible for managing the majority of weekend competitions. The Competitions & Administration Coordinator is **not expected to routinely manage weekend tournaments**, but will ensure Tournament Managers have the necessary information and resources to deliver these events effectively.

The Coordinator will be expected to assist with the management and delivery of **weekday competitions** during the bowls season as required.

3. WEBSITE & EVENT INFORMATION

The Competitions & Administration Coordinator will assist with maintaining competition and event information on the Bowls Wellington website.

Responsibilities will include:

- Publishing and updating competition draws.
- Publishing results and competition updates.
- Ensuring event information is current and accurate.
- Updating relevant competition pages and information.
- Supporting the online administration of Bowls Wellington events.

Training will be provided in the use of Bowls Wellington's website and relevant online systems.

4. GENERAL ADMINISTRATION

Provide administrative support to the General Manager and Bowls Wellington operations, including:

- Responding to general telephone and email enquiries.
 - Preparing and distributing correspondence to affiliated clubs.
 - Maintaining Bowls Wellington databases and contact information.
 - Maintaining accurate player and competition records.
 - Assisting with the preparation and ongoing maintenance of the **Bowls Wellington Centre Handbook**.
 - Preparing certificates, awards and other recognition material as required.
 - Maintaining appropriate electronic records and filing systems.
 - Providing general administrative assistance to the General Manager.
 - Undertaking other reasonable administrative duties consistent with the nature and hours of the position.
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5. KEY RELATIONSHIPS

The Competitions & Administration Coordinator will develop and maintain effective working relationships with:

Internal

- General Manager
- Bowls Wellington Board, where appropriate
- Tournament Managers
- Other Bowls Wellington staff and volunteers

External

- Bowls Wellington affiliated clubs
 - Club administrators and officials
 - Players
 - Greenkeepers
 - Umpires
 - Host clubs
 - Other bowling Centres and relevant sporting organisations where required
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6. HOURS OF WORK

This is a **permanent part-time position averaging 20 hours per week**.

Due to the seasonal nature of lawn bowls and the Bowls Wellington competition programme, the hours required will vary throughout the year.

The successful applicant will be expected to work additional hours during busier periods of the bowls season, balanced by reduced hours during quieter periods and the off-season, by agreement with the General Manager.

The role requires flexibility in working hours, including some **weekday competition delivery and occasional evening or weekend work** when reasonably required.

Working hours will be planned in consultation with the General Manager to ensure the requirements of Bowls Wellington's competition programme are met while maintaining an average workload of approximately 20 hours per week.

7. SKILLS & EXPERIENCE

The successful applicant will ideally have:

- Previous experience in administration, sports administration, event coordination or a similar role.
- Strong organisational and time-management skills.
- Excellent attention to detail and a high level of accuracy.
- Strong written and verbal communication skills.
- Confidence communicating with a wide range of people, including players, volunteers, club officials and sporting administrators.
- Good general computer skills and confidence learning new software and online systems.
- Experience using Microsoft Office or similar applications.
- The ability to manage multiple competitions, deadlines and administrative requirements simultaneously.
- The ability to work independently and take responsibility for assigned tasks.
- The ability to work effectively as part of a small team.
- A practical, solutions-focused approach to problems.
- An understanding of the importance of confidentiality and appropriate handling of personal information.

Knowledge and understanding of **lawn bowls and the way bowls competitions operate would be an advantage**, although training and support will be provided.

Experience with BowlsHub and website administration would be advantageous but is **not essential**, as training will be provided.

8. PERSONAL ATTRIBUTES

The successful applicant will be:

- Well organised and reliable.
- Approachable and professional.

- An effective communicator.
 - Accurate and detail focused.
 - Comfortable working with both paid staff and volunteers.
 - Able to build positive relationships with clubs and members.
 - Able to remain calm and organised when working to competition deadlines.
 - Willing to learn and adapt to new systems.
 - Comfortable taking initiative while knowing when to seek guidance from the General Manager.
 - Flexible in their approach to working hours due to the seasonal nature of the sport.
 - Committed to providing a high level of service to Bowls Wellington's affiliated clubs, players and wider bowls community.
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9. ROLE SCOPE & ACCOUNTABILITY

The Competitions & Administration Coordinator reports to and works under the direction of the **General Manager of Bowls Wellington**.

The position is expected to take day-to-day responsibility for competition administration within the scope of the role, while referring significant competition decisions, disputes, policy matters or matters outside delegated authority to the General Manager.

The position does not have primary responsibility for Bowls Wellington's financial administration, representative programme management or overall organisational management.

10. ABOUT BOWLS WELLINGTON

Bowls Wellington Inc is the regional governing body responsible for supporting, promoting and developing the sport of lawn bowls across the Wellington region.

Bowls Wellington works alongside its affiliated clubs, players, volunteers and wider community to provide quality competitions and participation opportunities and to support the ongoing development and sustainability of the sport.

The Competitions & Administration Coordinator plays an important role in ensuring Bowls Wellington provides a professional, organised and responsive service to its clubs, players and wider bowls community.