



Johannesburg Bowls Association

P O Box 710, Melrose Arch, 2076

TEL: 0860 227 3366

Fax to E-mail: 086 652 5124

EMAIL: info@jbabowls.co.za

WEBSITE: www.jbabowls.co.za

25 October 2018

**TO: JOHANNESBURG BOWLS ASSOCIATION CLUB PRESIDENTS
JOHANNESBURG BOWLS ASSOCIATION CLUB SECRETARIES
JOHANNESBURG BOWLS ASSOCIATION MEMBERS**

We hereby advise that a position within the Johannesburg Bowling Association Office has become available. The purpose of the position is to oversee the well-being and growth of bowls in the Johannesburg Bowls Association District. You will need to work with the Johannesburg Bowls Association Executive Committee and attend monthly Executive Committee meetings.

JOB INFORMATION:

POSITION: Supervisor / Manager
LOCATION: Johannesburg Bowls Association District Office
REPORTING TO: Johannesburg Bowls Association Executive Committee
JOB TYPE: Permanent
HOURS: 7.30 – 4.30 (Position requires after hours and weekend work)
SALARY: Market Related

GENERAL DUTIES:

- Develop and implement sponsorship marketing strategies and present to the Executive Committee.
- Increase the Association's sponsorship to ensure growth.
- Manage the Association's financial and budget activities to fund operations, maximise investments, and increase efficiency as directed by the Executive.
- Coordinate and manage activities of the Association with regards to the daily running of the Association. This will include managing office staff, preparing work schedules and assigning specific duties.
- Implement Johannesburg Bowls Association policies, goals, objectives and procedures, conferring with Executive members and staff members as necessary.
- Oversee activities directly related to the Association's business. This includes involvement in all the Johannesburg Bowls Association Standing Committees.
- Together with the President and Treasurer, review financial statements, executive reports and other performance data to measure efficiencies and goal achievement in order to determine areas needing cost reduction and program improvement.
- Together with the Executive and Standing committee Convenors, ensure that plans are in place to grow the game within the District through achievable plans covering marketing, membership and development. This will include plans to reverse negative growth of clubs and members and will cover transformation and youth programs.

- Establish and maintain a meaningful and constructive social media platform which will complement the existing Johannesburg Bowling Association Website.
- When required, provide advice to the clubs which are under the banner of the Johannesburg Bowling Association.
- Ensure the accuracy of essential communicative documentation, such as annual calendars, league and competition entries, draws and results.

SKILLS, EXPERIENCE & KEY PERFORMANCE INDICATORS

Essential Qualifications:

- General business management experience.
- An understanding of the game of bowls.
- Committee experience.

Essential Experience / Skills:

- Computer Skills – familiar with Microsoft Office products.
- Verbal and written communication.
- Conflict resolution and negotiating skills.

Desirable Experience / Skills

- Bowls experience.
- Club President or similar.
- Other Management or Sport based management role.

Closing date for applications will be Friday 9 November 2018. All interested applicants must please forward their CV's and relevant documentation to Anselm McLean at anselm.mclean@gmail.com

All applications will be forwarded to an independent panel for consideration.

Yours in Bowls

Ann Davies
District Secretary
071 688 3703



**Johannesburg
Bowls Association**

[THE] DISTRICT WHERE IT'S AT!

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