



**BOWLSWALES**

**APPOINTED DIRECTOR**

**SAFEGUARDING RECRUITMENT PACK**

The logo is a stylized graphic in the background. It features a central dragon-like creature in a dark red color, facing right. The dragon is surrounded by swirling green and red lines that form a circular pattern. In the bottom right corner, there is a circular emblem containing a bowling ball with a red and white design. The entire logo is set against a dark grey background.

## About BowlsWales

BowlsWales is the coordinating body for Bowls in Wales. BowlsWales is a Company Limited by Guarantee with Directors that form a skilled based, diverse Board.

The BowlsWales membership comprises of the various NGB's that govern their code of the game, including Outdoor, Indoor, Short Mat and Crown Green. The membership also includes service associations that include Umpires and Coaching.

## **Introduction**

- An exciting opportunity to join a volunteer board as a non-executive director in a period of growth, development and achievement for bowls in Wales. BowlsWales are seeking to appoint a passionate individual to provide valuable insight, knowledge and experience to help support the direction of the sport.
- We appreciate the commitment needed for Volunteer Board Members. Therefore, we are happy to provide any training and development opportunities to help you learn new skills.

## **Salary**

- Voluntary – expenses

## **Term of office**

- Initially, Directors can serve a term of 3 years and will have the opportunity to serve an additional 3 years following re-appointment, equaling a total of 6 years.

## **Location**

- Flexible, with the majority of meetings held via Zoom with an option to meet in Cardiff. The BowlsWales office is located at the Sport Wales National Centre Sophia Gardens Cardiff.

## **Time Commitment**

- Approximately 2 days a month. Usually 6 board meetings per year, an Annual General Meeting. Directors may be asked to represent the organisation at other relevant meetings and events. The majority of meetings are held in the evenings.

## The BowlsWales Board

- The Board comprises up to 11 Non-Executive Directors, of which one is the non-executive Member nominated Director.
- All Non-Executive Directors will serve an initial three-year term and can serve an additional three years, a maximum of six years in total. Each Director carries one vote at each Board meeting.
- The Board comprises of skills-based individuals that bring value, passion and knowledge to the board and the sport. These appointments are in accordance with the appropriate recruitment processes. BowlsWales recognises and embraces the benefits of having a diverse Board and sees increasing diversity at Board level as key to the development of the organisation.
- BowlsWales believe that a truly diverse Board will include and make good use of differences in the skills, geographical and business experiences, background, race, gender and other distinctions between Directors. All Board appointments will be made on merit, in the context of the skills, experience, independence, knowledge and passion which the Board requires to be effective.
- Applications from individuals with a bowls background and knowledge of the governance and administrative structures within bowls in Wales are encouraged.





## The BowlsWales Board

### **BowlsWales Equality Statement:**

BowlsWales is fully committed to the principles of the equality of opportunity and responsible for ensuring that no job applicant, employee, volunteer, child, young person, Team Wales competitor or official receives less favourable treatment on the grounds of age, gender, colour, disability, ethnicity, race, parental or marital status, nationality, religious belief, political persuasion, social background or sexual orientation.

## The role – Appointed Director

BowlsWales would like to ensure there are a range of specific skills and experience to further develop the current Board skills base.

We are looking for individuals with experience in the following;

- Safeguarding

We encourage applications from anyone who has an interest in the sport or physical activity to join, working together to develop bowls in Wales.

## Responsibilities

- To attend BowlsWales Board meetings as called for and contributing to the organisation's pursuit of key objectives and its core purpose as set out in the Articles. This including scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance or any other role related to special expertise.
- To provide strategic insight and support in the development of organisational policies, defining goals, setting targets and evaluating performance against these
- Developing and maintaining strong working relationships with other Directors, staff and BowlsWales members.
- To participate in an agreed annual review and evaluation of board and director performance
- Prepare appropriately for each Board meeting, keeping up to date with current developments within bowls and more generally in the sport sector
- Support and promote any appropriate bowling events across Wales to raise the image of the sport

## Specific Responsibilities

- Provide expertise and assist the General Manager and staff safeguarding-lead in the development of safeguarding strategies for BowlsWales.
- Provide the Board and General Manager with expert advice in the area of Safeguarding.
- Working with the General Manager and staff safeguarding-lead, submit safeguarding strategies and policies for approval by the Board.
- Provide the Board with safeguarding expertise in the monitoring of progress against the safeguarding strategy.
- Challenge and support the General Manager in all safeguarding-related areas.
- Advise the General Manager and staff safeguarding-lead regarding how cases that arise should be managed



## Specific Person Specification

- A practical and up-to-date knowledge of safeguarding.
- A sound understanding of the development of safeguarding strategies and the monitoring of progress against them.
- The personality to both challenge and support the CEO in safeguarding-related areas and in so doing maintain a strong strategic relationship.
- The ability to effectively communicate safeguarding issues to the Board of Directors who may not be expert within this field.



## Person Specification

- Previous board experience is not essential, and an induction process is in place for all new board members
- We are particularly open to expressions of interest from candidates who have not previously served in a board role but who can demonstrate the skills and competencies necessary to help the sport of bowls develop.
- We encourage anyone to apply for the role if you think you meet any of the skills or experiences needed for a director position
- An in-depth knowledge or playing experience of bowls is not an essential requirement for this role.

## Person Specification cotinued

All candidates must be able to demonstrate awareness and ability in the following areas:

- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others, inside and outside the Board whilst gaining trust and respect of other Board Directors
- A good understanding of the structure of sport in Wales and/or demonstrable knowledge of the sport of bowls in particular.
- An understanding of the principles of fairness and good governance.
- Excellent communication, interpersonal and presentation skills
- An understanding or willingness to develop understanding of equity, diversity, and inclusion.
- Ability to operate in a modern, digital business environment

## Recruitment Process

**Advertised from**  
02/05/2024

**Closing date**  
31/05/2024

**Interviews**  
Between 05/06/2024 & 19/06/2024

**Please email a cover letter setting out how you meet the person specification and your suitability for the role to:**

Sophie Hancocks (General Manger) [Sophie.hancocks@bowlswales.com](mailto:Sophie.hancocks@bowlswales.com)

For informal queries or to discuss the role, please contact:

Simon Colwill (Chair)

[chair@bowlswales.com](mailto:chair@bowlswales.com)

