

**Application Form**

**Position: Communications Manager**

**Appointment: 2 Years Commencing 1st September 2019**

**Job Description**

As a member of the National Council, reporting to the Director of Membership Services, this role is involved in many aspects of BTBA communications, including media relations, publications and events. Specific duties will include:

* To engage, develop and lead a communications team.
* Responsibility for supporting the work of the National Council by providing editorial input, creative thinking, a range of writing outputs and planning and co-ordination of different communications projects.
* Development and implementation of the BTBA Communications policy/strategy.
* Establish ‘operating procedures’ for Head Office staff with regard to external communications.
* Engagement with Local and National Media with regard to publicising the achievements and successes within Bowling at all levels
* Promotion of the sport across aspects of the media, including local/national radio and TV, sports clubs, schools and colleges.
* Maintenance of the BTBA website, social media channels and email addresses.
* Development of a team of contributors to provide regular updates for the website and social media.

Please complete and return this form by email to [admin@btba.org.uk](mailto:admin@btba.org.uk)

**Section 1: Applicant Details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email Address: |  |
| BTBA Number: |  |
| Date of Birth: |  |

**Reference Details**

Please supply details of up to 2 referees who agree to be contacted by the BTBA, if necessary. Referees must be over 18 years of age.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email Address: |  |
| BTBA Number: |  |
| Date of Birth: |  |

|  |  |
| --- | --- |
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**Section 2: Personal Profile**

|  |
| --- |
| Current position e.g. member of Local Association and duties performed: |
|  |
| Previous position(s) held and brief description of duties: |
|  |
| Please indicate briefly (no more than 1500 words) why you are applying for this role. You should highlight any particular skills and previous experiences you feel make you a strong candidate for this position and any relevant training undertaken or qualifications held. |
|  |

**Section 3: Declaration**

I declare that, to the best of my knowledge and belief, the information provided in this Application Form is correct.

We are committed to safeguarding and promoting the welfare of children and expect all applicants to respect this commitment. This post is subject to an enhanced DBS check.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

**Section 4: For Office Use Only**

|  |  |
| --- | --- |
| Date application received |  |
| Date acknowledged |  |
| Date of interview  (If applicable) |  |
| Position offered |  |
| Position accepted |  |
| Date DBS completed |  |

**Head Office Key Dates:**

|  |  |
| --- | --- |
| Activity | Date |
| Application closing date | 31st July 2019 |
| Acknowledgements sent by | 2nd August 2019 |
| Applications sent to selection Committee by | 5th August 2019 |
| Selection Process w/c | 12th August 2019 |