



Application Form

Position: BTBA Adult Tour Manager

Appointment: 2 Years Commencing December 2021

Job Description

Reporting to the BTBA Tournaments Officer, this role will act as the BTBA Adult Tour Manager and be responsible for managing and running the BTBA's Adult Tenpin Bowling Tour.

This role will include;

- Work with stakeholders to develop and produce a series of tournaments in a calendar year under the BTBA banner, comprising a "Tour" that covers North, Central and South Regions. These tournaments will play a part into achieving an overall National Tournament strategy
- Work with the BTBA Tournaments Officer and other stakeholders within the National Council including Director of Membership Services and Regional Officers to produce a philosophy and strategy for Adult BTBA tournaments
- Work and negotiate with bowling centre proprietors to secure dates, costs and other opportunities to create the ideal tournament environment
- Work with Regional and Local Associations to hold events
- Develop and work with a network of support officers and tournament officials to ensure that quality events are planned and staged, including the arranging of results and reports to be provided and made available on the BTBA website (in conjunction with the BTBA Communications team)
- Approach interested parties to establish corporate sponsorship, and work with Tour partners to promote the Tour, tournament bowling, partner offerings and add value
- Uphold the values of the BTBA, be a champion for participation in sport and specifically bowling

Key competencies

- Good communication skills
- Good interpersonal skills
- Great organisational skills – ability to multitask and prioritise
- A creative approach to problem solving
- Good business / process improvement knowledge

Please complete and return this form by email to 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 and must be listed below.

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

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

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/accepted	
Date DBS completed	

Head Office Key Dates:

Activity	Date
Application closing date	6th December 2021
Acknowledgements sent by	On Receipt
Applications sent to selection Committee by	7 th December 2021
Selection Process	7 th December 2021
Candidates informed	13 th December 2021