

**Position: YBE Nationals Championship Tournament Manager**

**Appointment: 2 years beginning 1<sup>st</sup> February 2022**

## Section 1: Job Description

Reporting to the Head of Youth Bowling, specific responsibilities and duties will include;

- Overall management of the YBE Nationals Championship
- Liaise with YBCs to ensure entries are completed on time
- Liaise with Bowling Centres to book lane time
- Organise any Medals/Trophies as required
- Manage the running of the event, appointing local assistance where required
- Deliver tournament results to the Youth Tour Manager to enable ranking tables to be updated.
- Work with tour partners to promote the tours, partner offerings and add value.

### Key competencies

- Good communication skills.
- Good interpersonal skills.
- Good business / process improvement knowledge.
- A creative approach to problem solving.
- A good grasp of numbers and the ability to write documents in a professional style.
- Great organisational skills – ability to multitask and prioritise

## Section 2: Applicant

Name:			
Address:			
Postcode:			
Contact:	Home telephone:		
	Mobile:		
	Email address:		
BTBA number		Date of birth	
Local Association		Region (N/C/S)	
Reference; Please supply details of two referees who will endorse your application (please note they must be over 18 years and be prepared to supply references to BTBA on request)	Referee 1	(please include address & contact number and whether BTBA member)	
	Referee 2		

## 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 position. 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 staff to respect this commitment. This post is subject to an enhanced DBS check.

Signature	
Date	

Please complete and return this form to: [stephentoop@btba.org.uk](mailto:stephentoop@btba.org.uk) by 22<sup>nd</sup> January 2022

## Section 4: Head Office Records

Applicant (name)	
Date application received	
Date acknowledgment sent	
Date of interview	
Position offered; Yes or No	
Accepted; Yes or No	
Date DBS Check received	

### Head Office Notes:

Activity	Dates
Job Description for Appointment on website	6/1/2022
Application closing date	22/1/2022
Acknowledgements sent	23/1/2022
Applications pack sent to selection panel	23/1/2022
Selection Process	24/1/2022
Appointments announced	01/02/2022