



## **Job Description**

### **General Manager – Bows Wales**

£35,000 pa pro rata based on a 35 hour week plus pension

20 days annual leave plus bank holidays pro rata

### **Part-time 21hrs p/w, Fixed Term (2 years)**

**Reporting to:** Bows Wales Chair

**Responsible for:** Bows Wales Community Development Officers

### **Main Purpose of Role**

To lead and manage Bows Wales, working with the Board of Directors, staff and key stakeholders (National Governing Bodies and Sport Wales) to ensure delivery of all strategic and operational goals.

### **Strategic Development**

- With the Board of Directors, deliver Bows Wales Strategic Plan 2016 -2018 and develop the 2018-2022 strategy
- Raise the profile of the Bows Wales within the Welsh and UK sports sector to help achieve the Sport Wales objective of 'Every Child Hooked' increasing participation and club membership
- Manage and strengthen existing relationships with key stakeholders
- Identify and build new partnerships to increase opportunities for growth and sustainability of the sport.
- Maintain effective communication with all stakeholders to engage and contribute to the work of the Bows Wales.

### **Leadership and Management**

- Be the main point of contact for all matters related to the Bows Wales including development and implementation of effective policies and procedures to ensure effective delivery of organisational objectives
- Be responsible for progressing and demonstrating clear progress in good Governance of the Bows Wales adhering to the principles of the Governance and Leadership Framework Wales
- Monitor and record progress against the Bows Wales Strategic, Performance and Development Plans for 2016 –2018 and beyond
- Work closely with and report monthly to the Board of Directors including budget and risk management



# Welsh Bows Federation



- Manage the recruitment, monitoring and development of all Bows Wales staff and ensure all are motivated and able to achieve within their role to help deliver the Bows Wales strategy.
- Ensure Bows Wales maintains a duty of care to all staff and members and is compliant with all key organisational and legal requirements including the Equality, Inport and Safeguarding Sport Standards
- To work with the Bows Wales Financial Director to identify funding streams and opportunities for future investment.
- To carry out any other duties as may be required from time to time by the Bows Wales Board

## Personal Specification

<i>Skills &amp; Competencies</i>	<i>Essential</i>	<i>Desirable</i>
<b>Experience</b>		
2-3 years in a leadership role	x	
<b>Qualifications</b>		
Finance qualification		x
Management / leadership qualification		x
<b>Leadership</b>		
• Ability to lead an organisation	x	
• Set & drive strategic direction	x	
• Ability to adapt to and manage change	x	
<b>Managing People</b>		
• Ability to inspire and empower others	x	
• Ability to lead and motivate staff and volunteers	x	
• Effective relationship management	x	
• Managing conflict	x	
<b>Finance &amp; Governance</b>		
• Experience of managing financial budgets	x	
• Experience of managing effective governance processes	x	
<b>Performance Management</b>	x	
• Excellent communication skills	x	
• Ability to prioritise multiple issues	x	
• Marketing and communications experience		x
• Ability to develop commercial opportunities		x
<b>Personal Qualities</b>	x	
• Understanding of sports structures in Wales and the UK		x
• Effective Time management & organisational skills	x	
• Proactive and able to work independently	x	
• Welsh Speaker		x