

# BOWLS SURREY



## ROLE DESCRIPTION

### (IT) ASSISTANT COORDINATOR

To assist the coordinator with all things considered by Bowls Surrey to come under the umbrella of (IT). This is a vital role within Bowls Surrey, it is essential that all systems & processes are maintained to the highest level, as more & more members are using them each year.

Who will I work with?	<ul style="list-style-type: none"> <li>• The (IT) Coordinator</li> <li>• Competition Coordinator</li> <li>• Match Secretaries</li> <li>• Affiliated clubs in Surrey</li> </ul>
What will I do?	<ul style="list-style-type: none"> <li>• Provide support to all those who use the Bowls Surrey systems. (Website, Affiliations, Competitions, Matches, Rink booking).</li> <li>• Help to ensure that Bowls Surrey systems are running effectively at both County &amp; Club level.</li> <li>• Help to produce a list of recommended upgrades to systems for the Board.</li> <li>• Participate in review &amp; user group meetings as and when required.</li> <li>• Promote the systems available to clubs, via demonstrations.</li> </ul>
What do I need to do this role?	<ul style="list-style-type: none"> <li>• Confident and good at communicating.</li> <li>• To be approachable and friendly</li> <li>• Excellent IT skills.</li> <li>• Diplomatic and discreet;</li> <li>• Well-organised.</li> </ul>
What are the benefits and how will you support me?	<ul style="list-style-type: none"> <li>• To know that you are providing a service to the members that they appreciate &amp; are happy to use.</li> </ul>
Annual Commitment	<ul style="list-style-type: none"> <li>• Help to produce a report to Bowls Surrey Board for the AGM.</li> </ul>