

# BOWLS SURREY



## JOB DESCRIPTION

### (IT) COORDINATOR

Is responsible for 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.

<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• The Bowls Surrey Board</li> <li>• The (IT) Assistant</li> <li>• Competition Coordinator</li> <li>• Match Secretaries</li> <li>• Affiliated clubs in Surrey</li> <li>• Other Counties</li> <li>• Systems developer</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Be the Primary contact.</li> <li>• Provide support to all those who use the Bowls Surrey systems. (Website, Affiliations, Competitions, Matches, Rink booking).</li> <li>• Ensure that Bowls Surrey systems are running effectively at both County &amp; Club level.</li> <li>• Provide the Board with regular updates.</li> <li>• Produce a list of recommended upgrades to systems for the Board.</li> <li>• Liaise with all those listed above under “Who will I work with”, by holding review &amp; user group meetings as and when required.</li> <li>• Promote the systems available to clubs, via demonstrations.</li> <li>• Promote systems to other Counties via demonstrations.</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• An experienced and effective project leader.</li> <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>
<b>What are the benefits and how will you support me?</b>	<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> <li>•</li> </ul>
<b>Annual Commitment</b>	<ul style="list-style-type: none"> <li>• Report to Bowls Surrey Board.</li> </ul>