



Role Description – Junior Team Assistant Manager

Purpose of the Role

- To support the Junior Team Manager in managing the Bowls Surrey Juniors

Appointment

- Appointed by Management Committee to serve for a three-year period
- May be reappointed
- Enhanced DBS Check and Safeguarding Training required

Key Contacts

- Junior Team Manager
- Junior Team Administrator
- Junior players and their responsible adults
- General Secretary

Responsibilities

- Assist in managing the Junior squad
- Attend all Junior squad events as far as possible and where it is not possible ensure that the Junior Team Manager or another DBS-checked County officer attends
- Be available to be contacted over any last-minute problems
- Attend latter stages of Bowls Surrey Junior competitions as far as possible and where it is not possible ensure that the Junior Team Manager or another DBS-checked County officer attends
- Report immediately any safeguarding concerns to County Safeguarding Officer treating them with strict confidentiality
- Ensure Junior Team officers and Junior players conduct themselves in a way that does not bring Bowls Surrey into disrepute
- Ensure Junior Team officers and Junior players adhere to the County dress code

Time Required

- Unquantifiable time for assisting in managing the Junior squad
- Attend all Junior squad events as far as possible
- Attend latter stages of Bowls Surrey Junior competitions as far as possible

Skills and Attributes Required

- Approachable and friendly
- Able to build a rapport with young people
- Able to deal with any issues in a controlled and respectful manner
- Discreet and able to maintain confidentiality
- Well organised

- Good verbal and written communication skills
- Able to bowl to a good standard, preferably County badged, ideally with Middleton Cup or Johns Trophy experience

Junior Squad Events

These usually include but are not restricted to the following:

- Amy Rose Competition (Women)
- White Rose Competition (Men)
- Junior Home Counties League matches
- Match v President
- Match v Combined Areas
- Matches v Home Venue Clubs
- Palm Trophy (Women) and Wessier Cup (Men)
- Trials and Practices
- Open Junior Day(s)