



Welsh Lawn Bowls – Assistant Secretary Volunteer Opportunity (2026)

Role Vacancy: Assistant Secretary

Responsible to: Welsh Lawn Bowls Hon. Secretary

Role Summary: To support the Hon. Secretary and Management Committee by contributing organised, reliable administrative support to the day-to-day running of Welsh Lawn Bowls.

About Welsh Lawn Bowls

Welsh Lawn Bowls is the National Governing Body for lawn bowls in Wales, supporting over 400 clubs and more than 9,000 members.

Our vision: Bowls – at the heart of your community: active, modern and accessible to all.

Our mission: We are committed to supporting clubs, encouraging equality, strengthening governance, helping players reach their potential, and promoting a positive image of our sport.

About the Role

This is a voluntary role supporting the Hon. Secretary and the Management Committee in the day-to-day administration of Welsh Lawn Bowls.

The Assistant Secretary plays a valued part in helping the organisation run smoothly and effectively. This role would suit someone who enjoys organisation and communication, wants to give something back to the sport, and is happy working as part of a national governing body.

All reasonable expenses incurred while carrying out the role will be reimbursed.

What You'll Be Involved In

Working alongside the Officers of Welsh Lawn Bowls, you will:

- ❖ Provide general administrative support to the Hon. Secretary and the Executive Committee
- ❖ Attend Executive Committee meetings and assist with follow-up actions
- ❖ Help organise and manage the Welsh Lawn Bowls calendar of events
- ❖ Assist with correspondence, competition administration and draws where required



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- ❖ Represent the Hon. Secretary at meetings when appropriate
- ❖ Support the work of the Competition Secretary and, when required, attend competition sub-committee meetings to help review formats and rules
- ❖ Contribute to the ongoing development of Welsh Bowls by supporting its strategy and values
- ❖ Carry out other reasonable tasks that help meet the needs of Welsh Lawn Bowls

This role description is intended as a guide and may evolve as the organisation develops.

Who We're Looking For

Key Requirements

- ❖ Willingness to complete a DBS check if appointed
- ❖ Confidence using Microsoft Office (Word, Excel, PowerPoint)
- ❖ Experience dealing with enquiries in a customer-focused environment
- ❖ Good general administration and organisational skills

Useful Experience (but not essential)

- ❖ Previous involvement with a bowls club, county association, or committee role

Skills and Personal Qualities

We're looking for someone who:

- ❖ Is enthusiastic, reliable and self-motivated
- ❖ Communicates clearly and confidently, both in writing and verbally
- ❖ Can prioritise tasks and manage their time effectively
- ❖ Is comfortable working with people at all levels of the organisation
- ❖ Takes a flexible and practical approach to volunteering
- ❖ Pays attention to detail and follows tasks through
- ❖ Enjoys working as part of a team
- ❖ Has a genuine interest in sport and the bowls community



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Time Commitment

This role involves **some evening and weekend commitments**, which vary depending on the time of year and competition calendar. We aim to be as flexible as possible and appreciate that this is a voluntary position.

Practical Information

- ❖ A full driving licence and access to a car are required, as independent travel to meetings may be necessary
- ❖ All reasonable expenses will be reimbursed

How to Apply

To apply, please send a short-written application along with your current CV and the names of two referees, marked **Private & Confidential: Assistant Secretary Application**, to:

Steve Benjamin

Hon. Secretary, Welsh Lawn Bowls

secretary@welshbowls.co.uk

Closing date: 16th April 2026

Interviews: w/c 27th April 2026

Welsh Lawn Bowls reserves the right to close applications should a sufficient number of suitable applications be received prior to the closing date.