

Scottish Golf



HEAD OF CORPORATE SERVICES

CANDIDATE PACK

ABOUT US



Scottish Golf is the internationally-recognised governing body for amateur golf in Scotland.

With more than 220,000 active golf club members and over 575 golf courses across Scotland, the organisation's work reaches the four corners of the nation to ensure golf is accessible, no matter your location.





OUR MISSION

Our mission is to make golf *Scotland's Game for Everyone*, and to inspire a nation to embrace the sport in all its forms, contributing to a healthier Scotland. To support this, Scottish Golf's strategic goals are:

- **Sustainable clubs prepared for the future**

A healthy, robust network of golf clubs and facilities supporting golf in Scotland

- **Growing the game, nurturing talent**

More golfers, from beginner to winner

- **Showcasing the game as a welcoming, accessible sport**

Cultivating a culture of confidence and openness that is inclusive

- **Enterprising, responsible resources**

Collective responsibility for the performance of our people and finance

Scottish Golf works to achieve these goals via the following functions:

- Club Services & Governance
- Corporate Services
- Marketing & Communications
- National Events
- Participation & Development
- Performance & Pathway
- Venue Management System & Digital Support





OUR VISION

Making golf Scotland's Game for Everyone.

OUR MISSION

To inspire a nation to love golf in all its forms and contribute to a healthier, inclusive and aspirational Scotland.

OUR PURPOSE

To promote, develop and govern golf for all generations and without barriers.



OUR PRIORITIES

- As a membership organisation, Scottish Golf is committed to the growth and sustainability of Scotland's golf clubs, in the firm belief that they underpin the delivery of the game and provide a robust foundation on which it can be developed.
- Scottish Golf is committed to developing and diversifying the game of golf, through reaching new audiences, increasing the number of women and girls participation in golf, and elevating golf on to key local and national agendas by highlighting all the ways the sport can benefit wider society.
- Scottish Golf has also identified an opportunity to grow commercial revenue through strengthening strategic and commercial partnerships.
- The Scottish Golf Charitable Trust now supports the objectives of Scottish Golf and is a new channel through which we can break down any barriers into the sport.



3 KEY PRINCIPLES



Scottish Golf believes unequivocally that everyone should enjoy equal access to golf, no matter their background, location or circumstance.

As protected characteristics, gender, ethnic background, disability or sexual orientation should never be a barrier to inclusion nor used as a means to exclude anyone from accessing the sport.

Scottish Golf's mission is that golf is Scotland's Game for Everyone, and we are assisted by a Charitable Trust that provides support where financial circumstances are prohibiting anyone from playing golf.



THE ROLE

Are you a strategic thinker with a passion for delivering excellence?

Scottish Golf is seeking a dynamic Head of Corporate Services to lead our finance, HR, governance, safeguarding, data, legal, and performance functions.


This pivotal role supports our mission to grow and develop golf in Scotland, ensuring robust systems and innovative solutions are in place to empower our member clubs.

You'll oversee financial operations, foster a positive organisational culture, drive data-driven decision-making (including exploring AI innovations), and uphold safeguarding standards.

As a key member of the Leadership team, you will directly help shape the future of Scottish Golf.

We're looking for someone with a proven experience in corporate services or a similar leadership role, and who has strong expertise in finance, HR, governance, and compliance.

You're also going to bring a strategic mindset with exceptional problem-solving skills, with a commitment to innovation and continuous improvement.



JOB PURPOSE

The Head of Corporate Services is a pivotal role within Scottish Golf, responsible for ensuring the effective management and delivery of key organisational support functions. This includes finance, human resources, governance, data management, customer support, safeguarding, legal compliance, and performance management. The post-holder will play both a leadership and operational role in supporting the organisation's mission to grow and develop golf in Scotland, ensuring robust systems and processes are in place to deliver on its objectives.

POSITION IN ORGANISATION

The post holder will be an employee of Scottish Golf Ltd and will report to the Scottish Golf Chief Executive Officer. They will be a member of the Leadership Team and work closely with colleagues across all departments in the organisation.

Liaison will be required with a number of key external groups including: Area and County Associations, Golf Clubs, Sponsors, Suppliers, service providers, sportscotland, the R&A, Home Nations, European Golf Association and other key stakeholders.

LINE MANAGEMENT

- Operations Manager
- Business Operations Officer
- Safeguarding & Compliance Manager
- Business Intelligence Officer
- Workforce Manager

GOVERNANCE STRATEGY & OPERATIONAL MANAGEMENT

- Support the CEO, Board and Leadership Team in maintaining strong governance structures and processes including the development of effective operational and risk management processes and tools.
- Ensure compliance with all appropriate legal and regulatory requirements, including but not limited to: company law, data protection, child protection, equality and health and safety.
- Prepare and present reports for Board meetings and General Meetings of the membership, ensuring accurate and timely information is available to support decision-making.
- Ensure that the business has a robust set of policies and procedures that all staff and board members are familiar with and are embedded in the day-to-day activities of the organisation.
- To provide company secretarial support as required and ensure that all filing and returns are maintained in line with company law.
- To provide support to the Scottish Golf Charitable Trust as required.



HUMAN RESOURCES

- Lead the development of an HR function that meets the current and future requirements of the organisation, identifying both internal and external resources needed to deliver our recruitment, employee relations, performance management, and staff development needs.
- Support the development of a positive organisational culture that aligns with Scottish Golf's values and strategic goals.
- Develop and implement HR policies and procedures to support staff wellbeing and productivity which position Scottish Golf as a forward-thinking and attractive employer.
- Ensure compliance with employment legislation and best practices,



FINANCE MANAGEMENT

- In conjunction with the Operations Manager, have oversight of the organisation's financial operations, ensuring compliance with financial regulations, including tax, audit, and statutory reporting requirements.
- Oversee and monitor financial policies and procedures to maintain robust financial controls.
- Provide strategic financial advice to the CEO and Board to support decision-making and organisational growth.
- Manage all grant claim applications, submissions and reporting requirements to external funding bodies.

DATA MANAGEMENT

- Oversee the organisation's data management systems, ensuring data integrity, security, and compliance with GDPR and other regulations.
- Drive the use of data analytics to inform decision-making and measure organisational performance.
- Explore and implement innovative solutions, including AI, to better utilise data to support member clubs and enhance organisational effectiveness.



SAFEGUARDING

- With the Safeguarding and Compliance Manager, develop, implement, and monitor safeguarding policies and processes to ensure the safety and wellbeing of all participants in Scottish Golf activities.
- Provide training and support to staff and member clubs to uphold safeguarding standards.
- Act as the organisation's lead for safeguarding, ensuring compliance with national guidelines and best practices.

LEGAL COMPLIANCE

- Act as the primary point of contact for legal matters, liaising with external legal advisors as required.
- Ensure contracts, agreements, and policies are legally compliant and aligned with organisational objectives.
- Mitigate risks through effective contract management and legal oversight.



PERFORMANCE MANAGEMENT

- Develop and implement a new performance management framework to measure and report on organisational effectiveness, including training and development and staff surveys.
- Oversee the administrative functions of the business in respect of direct customer support, ensuring that all member club and golfer enquiries are answered within agreed Service Level Agreements.
- Support the delivery of strategic objectives through effective monitoring and evaluation systems.
- Provide regular performance updates to the CEO and Board, identifying areas for improvement and development.





REQUIRED SKILLS & EXPERIENCE

- Proven experience in a corporate services or similar role at a management or leadership level, with responsibility for finance, HR, governance, safeguarding, and legal compliance.
- Strong analytical and problem-solving abilities, with the ability to analyse and present information derived from complex datasets.
- Strong financial management skills, including budgeting, reporting, and compliance.
- Comprehensive knowledge of employment law and HR best practices.
- Experience in governance and working with Boards.
- Understanding of data protection regulations and data management best practices.
- Excellent leadership and people management skills.
- Exceptional communication and interpersonal skills.
- Knowledge of working in the sport, culture or leisure sectors is desirable.
- Knowledge of the Scottish golfing landscape is desirable.
- Experience in managing teams is essential.
- Excellent IT skills and proficiency with project management tools is essential.
- A working knowledge of safeguarding within sport and CWPS/CWPO accreditation is desirable



QUALIFICATIONS

- Applicants should hold a relevant degree level qualification or equivalent.
- As the post involves some travelling, applicants must hold a full current driving licence.

KEY COMPETENCIES

- Strategic thinking and planning.
- High level of integrity and professionalism.
- Ability to manage multiple priorities and deliver under pressure.
- Collaborative and team-oriented approach.
- Customer focused.
- Commitment to equality, diversity, and inclusion.



HOW TO APPLY

This is a full-time, permanent role with a salary of c. £60,000. In addition, a pension scheme and other benefits are available.

The closing date for applications is **Friday 14 February 2025** at 12pm, with interviews taking place in the following week.

To submit your application, please provide a current CV and covering letter. Your covering letter is an important part of the application. Please outline how your skills and experience make you a good candidate for the role.

Please email both your CV and covering letter to **recruitment@scottishgolf.org**.





Scottish Golf Ltd
Arrol House
Viking Way
Rosyth
KY11 2UU

Facebook /ScottishGolf
Twitter @ScottishGolf
YouTube /ScottishGolf
Instagram @wearescottishgolf
Linkedin /scottish-golf
scottishgolf.org

