 **JOB DESCRIPTION**

**Job Title**: County Golf General Manager (formerly County Secretary)

**Responsible to**: President of Cornwall Golf Union (up until unification)

Chair of Cornwall Golf Ltd

**Responsible for**: Support staff as may be appointed

**Purpose:**

It is expected that the job holder will perform the general duties of County Secretary for the CGU up until the Unification of the County of Cornwall.

Run the day-to-day operation and administration of Cornwall Golf, to uphold the rules and governance of Cornwall Golf and develop golf within the County

**Working Relationships:**

**Internal:**

* President and Executive of Cornwall Golf Union
* Board Chairman of Cornwall Golf Ltd
* Finance Director
* Committee Chairs
* County Officials
* Assistant County Secretary (when appointed)
* Golf Development Manager
* Volunteers

**External:**

* All County Golf Clubs
* All golf club representatives
* South West Group (Men’s)
* South West Group (Ladies – following unification)
* England Golf, Regional Club Support Officer England Golf, English Schools Golf Association, Golf Foundation and other appropriate authorities
* External Partners and Suppliers

**Main Duties and Key Responsibilities**

* Manage the County office ensuring that all communications and requests are handled in a timely and appropriate manner.
* Manage all the staff giving clear and realistic goals and objectives.
* Ensure the website content, newsletters, social media and associated marketing material is current and relevant.
* Maintain excellent working relationships with all affiliated golf clubs in the County
* Establish processes of communication and reporting as appropriate with County Officers, Board members and other relevant bodies.
* Set up and maintain effective communications channels with all interested parties including regional governing bodies, England Golf, sponsors and officials from other Counties.
* Maintain accurate records as required in accordance with governance including Agendas and minutes of executive/board meetings and databases.
* Manage all County Competitions, matches and social events, ensuring that correct arrangements pre, post and during are handled effectively including the production of an annual calendar of fixtures.
* Provide support for the sub-committees and attend meetings as appropriate.
* Maintain a suitable level of team kit etc (initially for the men’s teams but following unification the ladies’ teams as well).
* Assuming responsibility for the affiliation process and procedure for new and existing clubs.
* Establish best practice with regards to Governance including Safeguarding, juniors, women and minority groups.
* Work to increase the profile of Cornwall Golf through marketing and sponsorship.
* Attending all England Golf Meetings as the representative for Cornwall as required.
* Attend the Unification Working Group meetings and help shape the direction of Cornwall Golf.

**Dimensions/Resources:**

**Staff:**

* Part-Time Development Officer. It is the intention that the following unification a part-time administrator/assistant will be recruited.

**Financial**:

* Responsible for the day-to-day financial activities of the County/Company subject to the direction and control of the Financial Director and any delegation arrangements agreed by the Executive/Board.
* Management of the Affiliation Fee collection process.

**Time Commitment and Location:**

The position is full time (40 hours) and the job holder would be expected to cover seasonal fluctuations in the calendar and weekends.

The position requires the individual to work from home and alone (IT and mobile phone will be provided, along with appropriate expenses).

The job holder will be expected to travel as required.

**Person Specification**

**Post Title: County Golf General Manager**

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|  | **Essential** | **Desirable** |
| **Knowledge** | # An understanding of the game of  golf  # Understand the structure or  National, Regional and County based  Sport.  # Working knowledge of safeguarding  Issues and procedures  # Working knowledge of club structure | # Management and Operations  experience  # Health and Safety legislation  # Knowledge of World Handicapping  system  # Understanding the Rules of Golf |
| **Skills** | # Highly organised and able to plan and  work to deadlines  # Excellent communication and  Interpersonal skills  # Ability to effectively negotiate  # Good IT skills and working knowledge  of software packages and social media  # Customer focussed approach  # Ability to delegate | # Experience of managing people  Including volunteers  # Familiar with IG software |
| **Competences and Behaviours** | # Work independently and as a member  of a team  # Flexible management style who is  approachable, confident and  personable  # Encourage attitudes and behaviours  that respect and value diversity and  promote equal opportunities  # Able to plan, monitor and review and  Solve problems effectively | # Adopts a strategic approach and has experience in business planning |
| **Relevant**  **Experience** | # Management and Administration  positions  # Prior experience in the golf industry  # Prior experience of working from home lone working | # Sports development or golf club management and operations |