



Scottish Golf



PARTICIPATION OFFICER

CANDIDATE PACK

ABOUT US



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

With more than 210,000 active golf club members and around 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 or background.





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 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:

- **Creating sustainable clubs prepared for the future**
- **Growing the game, nurturing talent**
- **Showcasing the game as a welcoming, accessible sport**
- **Enterprising, responsible resources**

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

- Club Services & Governance
- Corporate Services
- Marketing & Communications
- National Events
- Participation & Development
- Performance & Pathway
- Digital and Tech Support
- Commercial & Partnerships



THE ROLE

Are you a dynamic and motivated individual with the passion needed to grow our game?

Scottish Golf is seeking an energetic Participation Officer to build on the foundations of its highly successful club participation programmes, designed to grow the game.

This is an exciting time to join our team as we continue to evolve the work we do and enhance participation support for all ages for our member clubs. We are continuing to connect with our community, increasing our impact and outreach work as well as focusing on our wider player pathway within golf in Scotland.

The Participation team lead the planning, development and implementation of meaningful programmes that introduce our sport to new audiences and support the recruitment and retention of a diverse golfing population within clubs. We deliver quality events, competitions and experiences for both juniors and adults.

POSITION IN ORGANISATION

The post holder will be an employee of Scottish Golf Ltd and will report to the Participation Manager. They will be a member of the dynamic team of 3 Participation Officers and will work closely with colleagues across all departments in the organisation.

Liaison will be required with a number of internal departments as well as key external groups including: Area and County Associations, golf clubs, sportscotland, the R&A, Home Nations, European Golf Association and other key stakeholders.

LEADING AND DEVELOPING PARTICIPATION PROGRAMMES

- Lead and manage key participation programmes and campaigns, ensuring effective delivery in specific geographic areas.
- Proactively lead, manage and enhance core participation offerings for all, providing excellence in programme and event delivery and alignment to the player pathway.
- Development of new initiatives that attract and retain golfers, ensuring ongoing participation growth.
- Work across Participation and Performance departments to develop ability-appropriate events and opportunities at key stages in the player pathway.
- Provide high quality participation and development support for member clubs, facilities and stakeholders, championing success and best practice.
- Facilitate and support working groups and participation forums to engage more clubs and supporting networks that contribute to the player pathway.
- Create quality resources and support for all participation programmes.

SAFEGUARDING

- Actively promote best practice in Safeguarding & Compliance by supporting all clubs in Scotland to achieve and maintain SafeGolf Accreditation, placing safeguarding at the heart of everything they do.

LEGAL COMPLIANCE

- Comply with all legislative requirements and company policies including but not limited to Health & Safety, Child Protection, Equality and confidentiality.



COMMUNITY ENGAGEMENT

- Work with the Community Impact Manager to engage new and diverse audiences, ensuring community and school provision is connected to our member clubs.
- Work collaboratively to increase opportunities and remove barriers for under-represented groups and those who may not have access to golf, promoting inclusivity.
- Develop an approach with member clubs that encourages a broader reach within their community (schools, local authorities, community groups) to create more opportunities for new participants and additional use of club facilities.



WORKING COLLABORATIVELY

- Using a data-driven approach, work across regional and front-facing teams to deliver increased engagement that drives participation for all.
- Work across teams to ensure volunteer delivery and education, resources and deployment opportunities meet the needs of our sport at grass-roots level.
- Develop, manage and maintain strong relationships with golf clubs and Scottish Golf partners to drive engagement and expand the reach of participation programmes.
- Work collaboratively to increase participation opportunities at municipal courses/facilities, integrating them into the wider participation framework.
- Work closely with Scottish Golf club-facing teams to engage non-traditional golfing facilities, create more opportunities for casual golfers and support the transition into club membership.

FINANCIAL RESPONSIBILITIES

- Budget control within Participation programmes in geographic areas and working with the Participation team to administer Scottish Golf's Participation funding streams.
- Promote, manage and administer participation grant funding for member clubs aligned to strategic priorities.





REQUIRED SKILLS & EXPERIENCE

- Demonstrable experience of leading and managing regional and/or national development programmes in sport.
- Experience of working collaboratively with a range of partners to deliver successful projects, campaigns and initiatives within a sport or community context.
- Evidence of implementing innovative solutions to meet and exceed objectives.
- Evidence of successfully managing multiple projects and initiatives simultaneously.
- Experience of sports development with evidence of increasing participation and strengthening pathways and partnerships.
- Experience of working in partnership with multiple stakeholders at different levels.
- An understanding of the club environment is desirable.
- Knowledge and understanding of safeguarding protocols is essential.
- Understanding of education and training as it relates to the golf industry is desirable.
- A good understanding of the game of golf is desirable.
- Excellent IT skills, specifically in Excel and other project management tools.
- Excellent communication and presentation skills.



QUALIFICATIONS

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

KEY COMPETENCIES

- Confident communication skills.
- Ability to adapt communication style to a range of audiences.
- Commitment to collaboration.
- Assertive decision making.
- Self-motivation and an ability to work autonomously.
- Commitment to progress and achievement.



HOW TO APPLY

This is a full-time, permanent role with a salary of £27 - 32,000 DOE.

In addition, a pension scheme and other benefits are available.

The closing date for applications is midnight on **Sunday 27 April**, with interviews taking place week commencing **Monday 5 May**.

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

