

**WHITEFIELDS GOLF CLUB JOB DESCRIPTION**

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| **JOB TITLE:** AssistantGreenkeeper  **REPORTING TO** Head Greenkeeper  **RESPONSIBLE FOR:** Greenkeepers  **DEPARTMENT:** Whitefields Golf Club  **DATE:** May 2025 |

**Key Responsibilities:**

* Support the Head Greenkeeper in the management and maintenance of the golf course and outdoor areas
* Supervise and lead the greenkeeping staff to ensure a high level of work performance
* To operate appropriate machinery
* To ensure full compliance with all Health & Safety legislation and statutory compliance
* To communicate effectively with the Head Greenkeeper, staff and members
* An outstanding level of commitment to Whitefields Golf Club and to its members

**Duties and Tasks:**

* To assist in the planning and implementation of general course maintenance and improvement projects
* Implement and oversee all aspects of turf maintenance, including mowing, watering, fertilising, and pest/weed control
* Develop and execute a comprehensive maintenance schedule to ensure the course is in top condition year-round
* Monitor weather conditions and adjust maintenance practices accordingly
* Work with the Director of Golf to make sure all members and guests are kept up to date with course progress and plans
* Stay informed about industry trends and advancements in environmentally friendly greenkeeping techniques
* Ensure compliance with health & safety regulations and best practices for equipment operation
* Maintain and oversee the operation of all greenkeeping equipment, ensuring they are in good working condition and properly utilised
* To assist the head greenkeeper in ensuring that all green staff are fully inducted, trained and developed
* Supervise, motivate, and train a team of greenkeepers to perform their duties efficiently and effectively
* Supervise the greenkeeping team in the day to day set up of golf course
* Ensure that scheduled work is carried out effectively

**Hours:** The role is 40 **hours per week**, (5 days from 7) including occasional weekends

**place of work:** Whitefields Golf Club

**Benefits:** Competitive salary, free golf membership, staff discount, and 28 days paid

holiday, training & development, free staff meals, NEST Pension

**Salary:** **£28,080.00** (40 hours per week, 5 days from 7) as at 1st May 2025

**WHITEFIELDS GOLF CLUB - PERSON SPECIFICATION**

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| **Job Title:** Whitefields Golf Club Assistant Head Greenkeeper |
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| **Department**: Whitefields Golf Club |
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| **Date:**  May 2025 |

**ESSENTIAL SKILLS:**

* Excellent supervisory skills
* Organised and efficient.
* Good interpersonal skills and outgoing disposition.
* Calm under pressure and the ability to deal with people effectively, courteously and professionally
* Ability to work on their own and take responsibility for their actions.
* Able to work well within a team and meet deadlines under pressure.
* Good communication skills with a passion for delivering top quality service
* Flexible and co-operative

**ESSENTIAL KNOWLEDGE, EXPERIENCE & QUALIFICATIONS:**

* Experience in golf course management, turf knowledge, and relevant certifications are essential.
* Previous golf course management or deputy role experience required
* PA1, PA2, PA6 spraying certificates
* Chainsaw qualifications would be an advantage
* NVQ level 2 in Greenkeeping or equivalent as a minimum
* Irrigation knowledge
* Maintain a fleet of machinery – Mechanical knowledge would be useful
* Have a good understanding of current health and safety in the workplace
* Desire to continue to improve own knowledge and skill base

**DESIRABLE KNOWLEDGE, EXPERIENCE & QUALIFICATIONS:**

* Customer Service Excellence e.g. World Host
* Health & Safety qualification and First Aid including AED qualification
* Membership of BIGGA

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**Job Description Agreement:**

**Post holder:**

**Manager:**

**Date:**