



BRAINTREE GOLF CLUB GENERAL MANAGER

Manage all aspects of the club's business and administrative operations.

Line manager responsibility

- Course Manager
- Food & Beverage Manager
- Administrative staff.

Manage Club Contracts and performance of out sourced operations including

- Professional
- Cleaning
- Insurance
- All other contracts

Undertake **Company Secretary** Duties

Manage, oversee all administrative staff

Prepare reports and presentations for the Board meetings, committees and member's evenings

Prepare Five Year Business Plan and annual budgets for all operations to deliver the plan. Instigate, manage and implement agreed club projects, working with the appropriate directors.

I.T. Sound knowledge of I.T. Systems including 'Intelligent Golf'. Be able to issue Newsletters and maintain Web Site

Finance

- Administer the club's financial affairs in accordance with the club's financial regulations
With assistance from Club Accountant
- Prepare annual and five-year budgets.
- Monitor Budget with expenditure providing financial information to the Chairman of Finance and the Finance committee, and Board.
- Manager should have a working knowledge of computer packages used for accounting.

Administration of societies.

Administration of Private Functions.

Membership

- Maintain membership records and computer system.
- Administer annual fee collection with accounting clerk.
- Be available to members to discuss any problems/ suggestion they have regarding the club.
- Administer any disciplinary action

To provide administration for the different sections along with providing the members with

- Scheduling of Tee times where appropriate
- Preparation of annual fixture schedule/ Diary

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Responsible for staff contracts, management of holiday records, sickness records and keeping up to date with employment law

Marketing To ensure that Braintree Golf Club has an effective marketing strategy within the financial constraints.

Responsible for maintenance and constant improvement of the club's web site and other media sites

Responsible for the periodic newsletter.

Organise all promotions, advertising, market research and open day events

Club House

Manage the upkeep and security of the clubhouse.

Health and Safety

Responsible for all Health and Safety aspects of the club

Undertaking risk analysis on a regular basis.

Hours As required to complete role, including some weekends, minimum of 40hours per week