



Coombe Hill Golf Club

Job Description – Golf & Operations Assistant

Overview: Coombe Hill Golf Club seeks to appoint a Golf & Operations Assistant to join its team. This exciting role offers an ambitious candidate the opportunity to gain valuable operational experience at one of the finest private member clubs in the UK. Ideal for those aspiring to a career in club management, this position offers a pathway to develop and grow in the industry.

The Club: Coombe Hill Golf Club is a magnificent parkland course located in Kingston Upon Thames. Designed by J.F. Abercromby, the club consistently ranks within England's top 100 courses and is among the best golf clubs in Surrey. The club maintains a brilliant reputation for its commitment to delivering an outstanding golf experience in a welcoming and friendly atmosphere.

Duties: Acting as the first point of contact in the Club Office, the successful candidate will be a key member of the front-of-house team, managing communications, supporting bookings, and helping deliver a seamless experience across all areas of the Club's operations.

The role requires the candidate to assist the General Manager in the general administration of the club as outlined by, but not restricted to, the tasks below:

- Support the General Manager in overseeing the day-to-day golfing operations.
- Manage the tee booking system through 'Intelligent Golf', creating bookings for visitors and external groups.
- Act as the primary point of contact for the administration and accurate recording of all member handicaps through the WHS Platform.
- Undertake the organisation of all team matches. This includes arranging fixtures with other clubs and liaising with the team captain to organise squads and catering arrangements.
- Assist with the accurate organisation of the Club's membership waiting list.
- Support the management of the club diary for the scheduling of club competitions, member social events, and visiting groups.
- Assist with the organisation of society days and being present on the day to assist with event organisers, including acting as the first tee starter.
- Support the Office Manager with a range of office duties to ensure the smooth running of the club administration.
- Facilitate the onboarding of newly elected members of the club.
- On occasions, act as course ranger during club competitions and events, using the club's Tagmarshal technology.

- To undertake certain aspects of the Club's Health & Safety obligations.
- Develop and lead the member/guest experience of Coombe Hill Golf Club both on and off the course.

Requirements: The successful candidate must be able to display the following attributes.

- Be professional, polite, and well-presented.
- Highly organised with strong attention to detail.
- Proficient in Microsoft Office and comfortable learning new software (experience with Intelligent Golf or similar systems is an advantage).
- An understanding of all social media channels.
- Strong communication and organisational skills.
- Have an understanding of golf competition formats and the handicapping system.
- Whilst experience of golf club operations would be an advantage, the club welcomes applicants from all suitably qualified persons.

Salary: Competitive salary commensurate with the experience and skills of the applicant.

Hours: Standard working hours are Tuesday-Friday 08:00-17:00 and Saturday 09:00-14:00, but further attendance may be required when necessary.

Holidays: 20 days plus 8 statutory days.

Application: To apply, please submit an up-to-date CV and a covering letter to Matt Jones, General Manager via recruitment@chgc.net. Your covering letter should detail your suitability for the role and include your salary expectations.