



Job Description

Post Title:	Sustainability Officer
Team:	Operations/Sustainability
Responsible to:	Head of Sustainability
Responsible for:	N/A

Purpose:

Support the ongoing implementation and management of the sustainability plan, in line with the England Golf Strategy 2025-2030 – strategic goal to 'educate & influence on sustainability'.

Working Relationships:**Internal:**

- Head of Sustainability – regular communication & engagement.
- Development & Membership team (RMs & CCSOs) – communication & support.
- Communication team – to support specific campaigns & engagement.
- Unified Counties, Unions & Associations – communication & promotion.
- Golf clubs – communication with paid workforce & volunteers.

External:

- GB&I sustainability group – stakeholder engagement, including Home Nations.
- The R&A – aligning sustainability planning & messaging.
- Member organisations such as BIGGA, GCMA - to advocate to workforce.
- Other key stakeholders and organisations – as per alignment to the plan.

Main Duties & Key Responsibilities:

- Support the implementation of the England Golf sustainability plan 2025-2030.
- Co-ordinate the connectivity and education of internal stakeholders, counties and golf clubs in line with the sustainability plan.
- Contribute towards a sustainability promotional & advocacy campaign aligned to the plan, working closely with the communications team.
- Support Head of Sustainability in collaborating with the R&A on sustainability projects, including Golf Course 2030.
- Support the reduction of carbon across the organisation, including championships/events, in collaboration with consultants and colleagues.
- Support the National Golf Centre (NGC) team to ensure sustainable practices are identified and implemented across the business.
- Identify changes to make our workplace greener, in particular working closely with Human Resources.
- Educate and support the Development & Membership team to provide clear guidance for golf clubs on key issues (water, energy, biodiversity).
- Support the England Golf annual awards in relation to the sustainability category.
- Contribute towards the sustainability annual operational & financial plan, including the cascading of the plan at a local level.
- Deputise for the Head of Sustainability as appropriate.
- In addition to the duties and responsibilities listed, the job holder will be required to perform other duties reasonably requested from time to time.

**Dimensions/Resources:**

Staff:

- N/A

Financial:

- Support with budget control where required.

Administrative:

- External meetings with key stakeholders, groups & organisations.
- GB&I Sustainability group – supporting role.
- Internal sustainability working group – supporting role.
- Team meetings, full staff meetings.
- Presenting at county/club update meetings & workshops if required.

Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire, hybrid working or potential to work from home. If the latter, as a guide it is expected that time is spent at the headquarters at least 2 to 3 days every 2 weeks.



Person Specification

Post Title: Sustainability Officer
Team: Operations/Sustainability

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none">• Sufficient educational attainment to demonstrate ability to carry out the role to the required standard.	<ul style="list-style-type: none">• Degree in business, environmental sciences, environmental management, engineering or sustainability.• Carbon foot printing experience
Knowledge:	<ul style="list-style-type: none">• Sound understanding of golf facility management and sustainable practices.	<ul style="list-style-type: none">• Structure of national, regional & county-based sport.• Structure of golf (general, club based, structure).• Experience working in business, sport, government or NGO context.
Skills:	<ul style="list-style-type: none">• Ability to build and sustain relationships with staff, volunteers and partners.• Ability to empower and influence.• Preparation and production of clear and detailed reports.• Capable of gathering and analysis of information.• Outstanding communication skills, including public speaking.• Computer literate in spreadsheet, word processing and presentation software.	
Competencies/ Behaviours:	<ul style="list-style-type: none">• Friendly and willingly offer support and assistance to colleagues and customers.• Explain information clearly, accurately and using appropriate language.• Confidence and social skills to represent the company in external professional contexts.• Encourage and display attitudes and behaviours that respect and value diversity and promote equal opportunities.	<ul style="list-style-type: none">• Motivated and proven track record of inspiring others
Relevant Experience:	<ul style="list-style-type: none">• Experience and interest in sustainability, business management or environmental science.• Effective and proven budget management.	<ul style="list-style-type: none">• Prior experience working in an office and/or home.• Prior work in leisure or sports related industry.• Tutoring/facilitator experience.
Any other requirement:	<ul style="list-style-type: none">• Valid driver's licence as travel will be required.	<ul style="list-style-type: none">• Involvement with golf.