

Scottish Golf

EVENTS ASSISTANT

CANDIDATE PACK



ABOUT US

Scottish Golf is the internationally recognised governing body for amateur golf in Scotland. With more than 220,000 active golf club members and over 575 golf courses across Scotland, the organisation works across many areas of golf. Our commitments to the game are to make golf Scotland's game for everyone, where we inspire a nation to embrace the sport in all its forms and contribute to a healthier Scotland.

An exciting opportunity has arisen within Scottish Golf for an Events Assistant to join us in our missions to make golf Scotland's game for everyone. With a passion for golf and event delivery, this role will play a key part in supporting the delivery of the Scottish Golf National Event programme and our Rules of Golf education programme.

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

With more than 220,000 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.

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 STRATEGY

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:

- **Sustainable clubs prepared for the future**
A healthy network of golf clubs and facilities supporting golf in Scotland
- **Growing the game, nurturing talent**
More golfers, from beginner to winner
- **Showcasing the game as a welcoming, accessible sport**
Cultivating a culture of confidence and openness that is inclusive
- **Enterprising, responsible resources**
Collective responsibility for the performance of our people and finance

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

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



THE ROLE

The Events Assistant is an exciting role that will assist with the delivery of the Scottish Golf National Championship schedule. It will report to the Senior Events Manager and will support in onsite delivery of National Championships. The role will work closely with our Events Team, Event Volunteers and Players.

Scottish Golf's Events Assistants are responsible for supporting the delivery of the National Events programme within Scotland. They will be passionate about the game and have a strong understanding of golf in Scotland.

This role requires the successful candidate to work closely with host venues and sponsors to deliver high quality events that are open and accessible for all.



ABOUT YOU

What we're looking for:

- Demonstrable problem solving and decision-making skills with the ability to organise and deliver events.
- Passion for the sport
- Good communication skills
- Customer focus
- Achievement focus
- Effective decision making



KEY COMPETENCIES & SKILLS

The post holder must demonstrate the following:

- Outstanding people skills
- Good communication skills
- Customer focus
- Achievement focus
- Commitment to collaborative working
- Effective decision making

EXPERIENCE, KNOWLEDGE & QUALIFICATIONS

- Event experience is desirable but not essential
- Full Clean Driving Licence is essential
- Interest in golf and event staging
- Excellent IT Skills



KEY DUTIES & RESPONSIBILITIES

- Contribute to the achievement of the Scottish Golf strategy.
- Provide administrative and logistical support to National Championships as required.
- Responsible for delivering events on budget and to an exceptional standard.
- Responsible for sourcing event venues in conjunction with relevant stakeholders.
- Overall responsibility for set up and staging at events.
- Responsible for upkeep and movement of equipment to venues.
- Manage co-ordination of any event volunteers as required.
- Respond in a timely manner to any general or event rules queries.
- Assist with event imagery and promotion in conjunction with marketing team.

GENERAL DUTIES & RESPONSIBILITIES

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

THIS LIST OF SPECIFIC AND GENERAL DUTIES IS NON-EXHAUSTIVE AND SUBJECT TO REVIEW AND CHANGE.

ADDITIONAL INFORMATION

- This role will be based at the Scottish Golf Headquarters in Rosyth however travel within Scotland will be extensive with overnight stays, long hours and weekend work critical to fulfilling the role.

Perks and Benefits:

- Competitive salary & pension scheme
- Comprehensive health coverage
- Reward Hub
- and more...





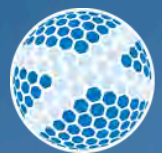
HOW TO APPLY

If you're excited about joining our team and contributing towards our goals, we would love to hear from you! Please submit your CV and a brief covering letter highlighting your relevant experience and why you are a great fit for Scottish Golf to recruitment@scottishgolf.org

The closing date for applications is **Thursday 23 October at 12pm**. With interviews scheduled for **Thursday 30 October**.

Scottish Golf is an equal opportunity employer. We value diversity and encourage applications from candidates of all backgrounds, identities and experiences. We believe that everyone deserves an equal opportunity. If you require any reasonable adjustments during the recruitment process, please let us know.





Scottish Golf

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