

Golf Operations Manager

Cooden Beach Golf Club

The Golf Operations Manager is central to delivering a first-class golf experience, combining strong leadership with operational excellence across all aspects of the club's golf activities. The position involves liaising with the golf team, managing reservations, competitions and golf events and ensuring the smooth day to day running of both on-course and club golf operations. The responsibilities include overseeing competition and handicap administration, liaising with greens course staff, supporting membership processes, and contributing to financial reconciliations and reporting. With a focus on exceptional member and guest service, the role requires effective communication, teamwork, and attention to detail to ensure that the club's standards and brand are consistently upheld.

About Cooden Beach Golf Club

Cooden Beach Golf Club is on the South Coast near to Bexhill and Eastbourne. A Herbert Fowler designed course that was founded in 1912 with over 700 members across all categories. The course has many unique features and is described as a fair test to golfers of all abilities. Our Head Chef and food and beverage team deliver high quality food and excellent service. Our newly refurbished bar and three dining areas are available for golf and private functions.

The Club runs over 100 competitions throughout the year and has a busy golf diary for members and visitors.

The club also holds several Open events, Pro-am and charity days

Key responsibilities

- To be a welcoming first point of contact for enquiries and visitors to CBGC.
- To be a positive ambassador for the Club.
- To maintain a harmonious relationship with all sections of the Club by communicating well and showing a willingness to assist.
- To have a strong knowledge of the rules of golf and its traditions.
- To be proficient in the operation of the Club's Intelligent Golf systems or show an ability to learn this system quickly.
- To be responsible for creating and setting up competitions, results, and payouts.
- Managing the club diary.
- Be active in promoting and marketing the club, membership, and golf day sales, tracking, and recording all enquiries.
- Plan and deliver Pro-Ams, SPGU Events, Charity, and corporate days.
- To oversee the Club's social media activity.

- To maintain up to date data via the Club's website.
- To liaise with the Head Chef and Front of House Manager for all golf events.
- Oversee the Pro shop and staff to ensure efficient operation.
- Work with the Greens team and ensure Course Reports are circulated to the membership.
- Manage trophy presentations, update digital honours board, and organise trophy engraving.
- Be a champion for Equality, Diversity, and Inclusion.

Desired Qualifications

A degree in Sports / business, events- hospitality

Industry specific: PGA, CCM, CMDip

Personal Attributes

- Must play golf and have a secure understanding of the game and its rules.
- Previous experience in a similar role is an asset but not essential.
- Excellent communication and interpersonal skills.
- Strong organisational and problem-solving abilities.
- Ability to work under pressure and prioritise.
- Ability to work effectively as part of the team.
- Ability to focus attention on members and guests needs, always remaining calm and courteous.

Terms

- Full time position.
- Mainly Mon-Fri 9am to 5pm but work outside these hours and work at weekends will be required to fulfil duties
- 28 days holiday including bank holidays
- Employee food discounts and course playing rights
- Salary TBC
- GCMA / CMAE membership

Closing date for applications 14th November 2025

Please send all enquiries to chairman@coodenbeachgc.com