



Job Description

Job Title	Women's Membership Growth Officer
Team:	Development and Membership
Responsible to:	Head of Women's Development
Responsible for:	N/A

Purpose:

To support England Golf's ambition to grow women's club membership by implementing a new club model to targeted clubs, adopting a change management approach.

Working Relationships:

Internal:

- Head of Women's Development – regular meetings and communication.
- National Women's Development Manager – regular communication.
- Development and Membership Director – communication as required.
- Membership and Development team staff- CCSO's, Regional Managers, Facility Officers, Admin team.
- Clubs – communication through targeted programmes and focussed support as appropriate.
- County Unions, Associations and unified bodies – communication with County Secretaries and Voting Members as appropriate.

External:

- Golf clubs, including interaction with managers, volunteers, professionals
- Independent Women's Golf Groups
- Facilities including driving ranges, simulators
- Local organisations, including business networks, community groups.

Main Duties & Key Responsibilities:

- Implement the change management model with selected clubs to support the rollout and implementation of the new club model.
- Work with the national team to identify and engage targeted clubs to support the club model rollout, sharing best practice with the National and Development and Membership team.
- Undertake detailed club assessments using the model to identify individual gaps and opportunities to increase women's club membership.
- Collaborate with the national team to adapt and evolve the club model based on delivery experience, feedback, and emerging best practice.
- Track progress and success of implementation through regular reporting of milestones, outcomes and club engagement.
- Work closely with County and Club Support Officers (CCSO's) to ensure the club model complements England Golf's work in Equality, Equity, Diversity and Inclusion and Governance.



- Partner with Facility Officers to explore opportunities with affiliated facilities (e.g. driving ranges, simulators) to create a pathway into targeted clubs.
- Build relationships with local women's golf groups to develop partnerships that support club pathways and increase participation.
- Maintain regular communication with the national team and CCSO's to share updates on progress, successes, challenges and increase participation.
- Contribute to raising awareness of the importance and benefits of increasing women's club membership across England.

The duties and responsibilities in this job description are not exhaustive. You may be required to undertake other duties within the general scope of this role, any such duties should not substantially change the general character of the role.

Dimensions/Resources:**Staff:**

- N/A

Financial:

- N/A

Administrative:

- Membership and Development Team meetings, at regional, and national level.
- Presenting at conferences and workshops on request.

Location:

Remote working. This position will cover an area to be defined in the north/south of England. This position is required to travel as necessary to meetings and events within a designated region and to visit England Golf headquarters as required (The National Golf Centre, Woodhall Spa).



Person Specification

Post Title: Women's Club Growth Officer

Team: Membership and Development

	ESSENTIAL	DESIRABLE
Attainment:	• Sufficient educational attainment to fulfil the role.	• Undergraduate or Sports related degree.
Knowledge:	• Structure of national, regional and county based sport. • Structure of golf (general, club based & admin structure). • Sports development and governance. • Club management and operations. • Change management principles.	• Government, Sport England & Local Authority.
Skills:	• Proven ability to lead and deliver change at club level. • Strong influencing skills and confidence working with stakeholders from board level to club members. • Excellent communication skills, including public speaking and presenting. • Skilled in gathering and analysing information to support decision-making. • Results-oriented, with strong problem-solving and time management abilities. • Proficient in Microsoft Office and comfortable using digital tools.	
Competencies/ Behaviours:	• Self-motivation & ability to motivate and influence others. • Resilience and adaptability. • Problem solving. • Good stakeholder manager. • Capacity to work collaboratively with a team. • Approachable and friendly. • Good communicator. • Practical action orientated to achieve results.	



Relevant Experience:	• Experience of implementing change. • Management position. • Sports development or club management & operations work. • Prior work in leisure or golf related industry.	• Experience of implementing change within clubs. • Sports Consultancy experience.
Any other requirement:	• Valid driver's licence. • Prepared to travel/work weekends & evenings.	