



England Golf Trust Officer

Salary: £28,000–£32,000 per annum (full-time equivalent), based on working 21 hours per week.

+ employee assistance programme, private healthcare and/or health cash plan, 3x salary life assurance, enhanced pension and family policies, golf benefits, discount platform and up to 36 days annual leave (includes bank holidays and company days)

Join us in making golf more accessible and impactful for all. We are looking for a proactive and organised Trust Officer to support the work of the England Golf Trust, our charitable arm focused on creating opportunities for young people and underrepresented groups to thrive through golf. This role involves coordinating day-to-day operations, supporting fundraising and communications, and working closely with Trustees to deliver meaningful projects. We passionately believe that golf belongs to everyone. All who play, and all who aspire to play, must have an equal opportunity to do so.

The successful candidate must be able to demonstrate:

- **Strong organisational skills** – able to manage multiple projects and meet deadlines.
- **Excellent communication abilities** – confident in writing reports, preparing minutes, and engaging with stakeholders.
- **Collaborative mindset** – works effectively with colleagues, Trustees, and external partners.
- **Proficiency in IT tools** – including spreadsheets, word processing, email, and social media.
- **Experience in project coordination or delivery** – ideally within a community, sport, or charity setting.
- **Commitment to inclusion and equal opportunities** – values diversity and promotes access for all.

A knowledge of the game of golf is not essential for the role.

The post is part-time over 21 hours (Monday – Friday 9.00am to 5.00pm core business hours) however, you may be required to travel and work evenings and weekends infrequently. The position is based at England Golf Headquarters, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU.

As the national governing body for amateur golf, we work at the heart of golf in England, supporting and empowering a thriving community of players, counties and clubs to get the most out of the game we love. We value being Honest, Inclusive, Responsible, Excellent and Supportive.

We welcome applications from all backgrounds and are committed to equal opportunities. As a Disability Confident organisation, we're happy to provide application materials in alternative formats—please contact the HR team on hr@englandgolf.org if needed.

For the full job description please visit our website (www.englandgolf.org/jobs) and to apply please complete the online application process (no CVs please).



Please note: This role is not eligible for visa sponsorship under the UK Skilled Worker route. Applicants must have the right to work in the UK at the time of application.

Closing date for applications: **Friday 14th November 2025 at 12 noon.**

Interviews take place: **Wednesday 26th November 2025.**