



JOB DESCRIPTION

Post Title:	England Golf Trust Officer
Team:	Volunteers & Community
Responsible to:	Head of Volunteers and Community
Responsible for:	N/A

Purpose:

To coordinate and deliver the day-to-day operational activities of the England Golf Trust and support the Trustees in delivering key projects and initiatives that advance the Trust's ambitions, as outlined in its strategic plan. This role also plays a vital part in raising awareness of the Trust's work, helping to expand its reach and deepen its impact across the golf community.

Working Relationships:**Internal:**

- Head of Volunteers & Community – monthly meetings and regular communication on project delivery and actions required.
- Volunteers & Community Team – regular communication and meetings.
- Communications Director and Communications Team - regular communication and meetings as required.
- England Golf Trust Chair and Board of Trustees - regular communication and meetings as required.
- Other England Golf teams including as and when required.
- Unified Counties, County Unions & Associations
- Affiliated clubs, facilities and operators

External:

- Grant, Award & Bursary Recipients -regular communication
- Donors and fundraisers - regular communication
- Commercial Partners and Providers linked to EGT activities – communication as required
- Golf Industry Groups and Organisations – regular communication and meetings as required
- Sports and Charity Sector Organisations – as required

Main Duties and Key Responsibilities:

- Coordinate and deliver the day-to-day operations and administration of the England Golf Trust, working closely with Trustees and the England Golf Team to provide flexible and effective support.
- Manage the grants process for all awards, including coordinating applications, reviewing and evaluating submissions, and making recommendations to the Board of Trustees.
- Support the delivery of the communications plan to promote the Trust's activities and raise its profile with key stakeholders.



- Assist in delivering the annual fundraising plan, including the creation of club-facing materials and support for national fundraising events.
- Use data and insight to produce regular reports that demonstrate impact and inform the Trust's decision-making.
- Oversee day-to-day correspondence and prepare documentation for key meetings, including drafting Board meeting minutes.
- Support the implementation of the strategic plan, working with Trustees to develop and deliver new projects and initiatives aligned with the Trust's mission.
- Raise the profile of the Trust within England Golf, building connections across teams to align and enhance shared goals.
- Represent the Trust at events, forums, and community meetings to increase visibility and engagement.
- Undertake other tasks reasonably required by the England Golf Trust.

Dimensions/Resources:**Staff:**

- N/A

Financial:

- N/A

Administrative:

- England Golf Trust Board Meetings x 3 per year
- England Golf Trust sub committees
- Volunteer & Community Team meetings
- England Golf full staff meetings
- External meetings as and when required

Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire.



Person Specification

Post title: England Golf Trust Officer
Team: Volunteers & Community

	ESSENTIAL	DESIRABLE
Attainment:	Sufficient educational attainment to demonstrate ability to carry out the role to the required standard.	Project / Event Management Qualification.
Knowledge:	- Able to solve problems within area of work/knowledge. - Understanding of the sporting landscape within England. - Knowledge of administrative procedures and of preparing reports, minutes, general correspondence.	- Structure of national, regional & county-based sport. - Structure of golf (general, club based, structure). - Junior Participation / Sports Development. - Diversity & Inclusion within sport.
Skills:	- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues. - Organisational skills and the ability to manage and prioritise multiple projects and deliver high-quality work to deadlines. - Capable of gathering and analysis of information. - Preparation of clear & detailed reports. - Outstanding communication skills including the ability to create and deliver presentations. - Excellent use of IT tools including spreadsheets, word processing, survey tools, email and social media.	- Marketing and promotional skills. - Project / event management skills.



Competencies/ Behaviour:	• Self-motivated and dynamic with a 'can do', results driven approach and the ability to motivate others. • Be able to work and remain calm under pressure. • Ability to build and maintain strong working relationships with colleagues and stakeholders. • Explain information clearly, accurately and using appropriate language. • Encourage and display attitudes and behaviours that respect and value diversity and promote equal opportunities.	• Passion for sport / golf and creating opportunities for underrepresented communities. • Be proactive and demonstrate initiative in supporting colleagues.
Relevant experience:	• Previous coordination / project delivery positions. • Prior experience of working in an office environment. • Prior experience of working with multiple stakeholders.	• Prior experience of working in the charity sector. • Prior experience of grants and bursaries.
Any other requirement:	• Valid driver's licence as travel will be required. • The post may involve some occasional evening / weekend work and national travel.	