

General Manager
Porthmadog Golf Club
Porthmadog, Gwynedd



General Manager: Porthmadog Golf Club
www.porthmadog-golf-club.co.uk

The Club requires a General Manager to take our Members' Club and business forward with the new course building on the foundations set by our departing General Manager. The General Manager, under the direction and support of the Executive Committee (EC) will be responsible for all aspects of the Club's day-to-day operational activities.

The James Braid designed Porthmadog Golf Club was first registered with the R&A in 1905 is now in a partial redevelopment phase designed by Mackenzie & Ebert. It is currently operating in a temporary layout with the new full course due for completion in time for the Club's open week in July 2026.

This is an exciting opportunity to join the Club embarking upon a new phase in its long-established history as one of the premier course in Noth Wales.

About the role

The position requires a highly motivated professional capable of working efficiently and to the highest standards. The appointed person will actively participate in the Club's future strategic development and play a key role in optimising the Club's full potential. He or she will liaise regularly and appropriately with the Chair of the EC together with other sub-committees, Members, and all other relevant Stakeholders that may be required. The Manager will be accountable for delivery on profit and performance targets agreed and set by the EC and provide leadership to the staff and members, driving progress in facility upgrades, digital developments and Member engagement.

Specifically, the General Manager will:

- Provide leadership and clear direction across all departments,
- Maintain high-quality experience for members and guests,
- Ensure that the Club operates efficiently and profitably,

- Ensure compliance with all UK health & safety, employment, governance legislation,
- Be a visible and approachable presence throughout the Club, building strong relationships with members.
- Support the delivery of an engaging events calendar, including golf competitions, activities, and social occasions.
- Prepare and manage operating and capital budgets in line with the strategic goals set by the EC,
- Monitor financial performance, implement cost controls, and identify opportunities to maximise revenue.
- Ensure transparent financial reporting and accountability reporting in a timely manner to the EC.

Qualifications & Experience:

- A knowledge and appreciation of the game of golf and Club environment would be a strong advantage with an understanding of golf operations, membership management, and service delivery.
- Proven capability in terms of managing budgets, oversight of preparation of accurate financial information with an understanding of management accounts and cash flow control.
- Familiarity with UK employment law, health & safety, and hospitality regulations.

Employment Package and Benefits:

- Salary – £45,000 per annum.
- Employer pension contribution 4.5%.
- Holidays 25 days plus bank holidays
- Contractual 40 hours per week with scheduled weekends plus additional hours as required should the need arise (e.g. Festival of Golf, Centenary Events).
- Full use of Club facilities in accordance with club policies.
- Paid absence to attend necessary courses and professional development opportunities as agreed with the EC.

Application Process:

Applications with up to date CV and a letter of introduction setting out what has prompted your interest in the post and suitability to: chairperson@porthmadog-golf-club.co.uk