

Tiverton Golf Club

Role Description: Golf Club Secretary

1. Purpose

1.1 To manage and co-ordinate the internal resources within Tiverton Golf Club and the interfaces with external service providers.

1.2 To maintain existing income streams and to help develop further opportunities within policy constraints whilst retaining the inherent environment of a traditional member's club.

1.3 To manage the relationship between the club and its members and visitors to the club.

2. Reporting Relationship

2.1 The job holder reports to the Chairman and the Club's Management Committee.

2.2 The Course Manager, Office Staff, Hospitality Manager and Head Chef report to the job holder.

3. Key Relationship

3.1 Manage the contractual arrangements of the Professional and co-ordinate activities.

4. Key Accountabilities

The Club Secretary is responsible for managing and optimising the resources of the Club within the strategic framework set by the Main Committee and specifically to:

4.1 Provide leadership, direction and support to all the reporting staff so that the integrated service provided by them meets the requirements of the Club membership ensuring that all staff are appropriately trained and fully conversant with the technical aspects of their job and relevant Health & Safety requirements.

4.2 Provide support to the Management Committee to ensure full compliance with legal and corporate requirements.

4.3 Provide a complete range of administrative support to the Management Committee and Sub-Committees with functional reporting to the Chairmen of such Committee.

4.4 Manage all administrative aspects of the Club including budgets, accounts and membership.

4.5 Ensure that all aspects of internal competitions and visitor events are organised and administered in an effective and efficient manner.

4.6 Ensure that regular communication with Members, through personal contact and electronic communications, is effective and relevant.

5. Key Skills & Experience

5.1 Skills

- Leadership and personnel development skills
- Exemplary interpersonal skills
- Current IT programme knowledge and computer operational skills
- Capacity to relate golf club management to the wider business world
- Strong and effective communication skills in all mediums
- Inherent ability to deliver results to agreed time and cost constraints
- Personal motivation and commitment to work flexibly outside normal working hours

5.2 Knowledge & Experience

- Current knowledge of golf and operational aspects
- Financial background and awareness of corporate accountancy requirements
- Previous experience in the environment of a traditional member focused golf club
- Previous experience in a management role
- Previous responsibility for a food and beverage operation
- Current knowledge of employment law, HSE and other regulations relevant to a golf club

- Current knowledge of the Rules of Golf, CONGU system and the new World Handicapping System, golf conventions and etiquette
- First Aid qualification