



Willingdon Golf Club

Job Description – General Manager

Job Title: -

General Manager and Company Secretary of Willingdon Golf Club Ltd.

Reporting to: -

Chairman of the Board of Directors.

To run the Club successfully and manage all aspects of the Club's business and administrative operations.

Line Manager Responsibility: -

- Course Manager
- Bar Manager
- Administrative staff
- Clubhouse Maintenance

Manager Club Contracts: -

- Golf Professional
- Catering
- Cleaning
- Insurance

Responsibilities: -

- Primary responsibility and accountability for all aspects of management and administration of the Club.
- Prepare business plans and annual budgets in conjunction with the Finance Director.
- Instigate, manage and implement agreed club projects working with the appropriate directors.
- Sound knowledge of I.T. Systems including Club V1, Xero and all Microsoft products.
- Scheduling of the Club Diary/Annual Fixtures – liaising with the relevant sections of the Club.

Finance: -

- Ensure that all accounting and administrative procedures are being carried out promptly and efficiently in conjunction with the Club's Bookkeeper.
- Prepare annual budgets.
- Monitor budget against expenditure, providing information to the Finance Director and the Board.

H R: -

- Responsible for staff contracts, management of holiday and sickness records.
- Ensure staff training records are maintained and to organise relevant training when required.
- Ensure compliance with statutory employment legislation.
- Handle disciplinary procedures in line with the Club procedures.

Marketing: -

- Work with the appropriate director and the Club's marketing company to ensure that the Club has an effective marketing strategy in place.
- In conjunction with our website designer, maintain and update the Club website and other media platforms.
- Send out periodic newsletters.
- Organise promotions, advertising and open day events.

Membership: -

- Maintain membership records and Club V1.
- Administer all Subscription Renewals and fee collection.
- Handle any disciplinary procedures in line with the Club procedures.
- Be available to members to discuss any problems/suggestions or questions they may have regarding the Club.
- Deal with all new membership enquiries, create new membership records and arrange welcome meetings for new members to the Club.

Competitions: -

- Liaise with the Professional with regard to the administration and promotion of competitions, competition winners, prize money and presentation evening.
- Organise and administer the Club Championship.

Clubhouse: -

- Manage the upkeep of the building along with the House Director.
- Ensure security systems are all up to date.

Health & Safety

- Responsible for all aspects for all Health and Safety within the Club.
- Undertaking risk analysis on a regular basis.