

## **JOB DESCRIPTION**

**Position:** General Manager and Company Secretary

**Reports to:** Club Chairman and Board of Directors

**Hours:** Full-time (flexibility required for evenings, weekends and events)

### **ABOUT STOWMARKET GOLF CLUB**

Stowmarket Golf Club is a well-established private members' club in Suffolk, offering high-quality golf and first-class clubhouse facilities. The club is committed to continuous improvement and delivering an excellent experience for members and guests. We are seeking an experienced and dynamic leader to run day-to-day operations and support the club's long-term strategic development.

### **ROLE PURPOSE**

The General Manager is the senior operational leader of the club, responsible for overall management, financial performance, staff leadership and member relations. The role also includes statutory responsibilities as Company Secretary, working closely with the Chairman and Board to ensure strong governance, compliance and to develop the club's long-term strategy.

### **KEY RESPONSIBILITIES**

#### **Strategic & Operational Leadership**

- Implement the club's strategic plan and lead all operational areas
- Identify development and revenue opportunities
- Represent the club professionally within the golf community

#### **Financial Management**

- Prepare and manage annual budgets and financial reporting
- Control costs, maximise revenue, and oversee subscriptions
- Ensure strong financial controls, contracts, and audit compliance

#### **Staff Management**

- Recruit, lead, and develop staff across all departments
- Manage performance, training, and workplace culture
- Ensure compliance with employment legislation

#### **Member & Visitor Relations**

- Maintain a visible and approachable presence
- Enhance member satisfaction and engagement
- Manage membership processes, correspondence, and complaints

#### **Operations & Compliance**

- Oversee clubhouse, course, events, and competitions
- Ensure compliance with health & safety, licensing, GDPR, and safeguarding
- Oversee IT systems, insurance, and risk management

**Company Secretary & Governance**

- Maintain statutory records and Companies House filings
- Organise Board and AGM meetings, agendas, and minutes
- Advise the Board on governance and statutory obligations

**Marketing & Development**

- Support membership growth and marketing initiatives
- Build relationships with the local community and partners
- Support junior and community programmes

**Facility Development**

- Manage capital and improvement projects
- Liaise with contractors and professional advisers
- Ensure projects are delivered on time and within budget

This is a key leadership role offering the opportunity to shape the future of a respected and progressive Golf Club. A competitive salary will be offered, reflective of experience and skills.

**How to apply:**

Please submit your CV plus a letter of application outlining your suitability for this role to the Vice Chairman, Anna Suggett

[vicechair@stowmarketgolfclub.co.uk](mailto:vicechair@stowmarketgolfclub.co.uk)

Closing date: Saturday 28<sup>th</sup> February 2026

First interview date: Friday 20<sup>th</sup> March 2026