



Role Description

Chairman, Marketing Committee

Responsible to: Chairman of the Derbyshire County Golf Ltd (DCG)
Responsible for: N/A

Purpose:

To promote the game of golf throughout the County to develop more interest in participation. To publicise the successes of players and team and to work with Golf Clubs to support marketing and to ensure new player pathways are defined.

Working Relationships:

Internal:

- DCG Chairman – monthly meetings and regular communication
- DCG Secretary – meetings and regular communication
- Sub-committees – communication as required
- DCG Officials, Regional and affiliated Golf Clubs – communication as required
- DCG – attend meetings and communication as required

External:

- Golf Clubs – communication as required
- England Golf's CSO – regular communication
- County Unions & Associations – communication as required
- PGA, Golf Foundation staff and Sport Derbyshire – communication as required
- External Partners - communication as required

Main Duties and Key Responsibilities:

- Maintain communication with national and local press
- Maintain communication and liaise as appropriate with DCG officers, the County League and England Golf.
- Maintain communication and liaise as appropriate with all affiliated golf clubs in Derbyshire.
- Oversee the publicity of DCG's successes
- Ensure social media is used regularly and effectively as required
- Produce relevant paperwork for DCG meetings as required to include the production of Agendas and minutes and make sure these are distributed accordingly.

Dimensions/Resources:

Staff:

- Volunteers

Financial:

- Oversee the management of the Marketing committee finances and budgets.

Administrative:

- Attendance at DCG committee and sub-committee meetings.

Location:

DCG offices, **or** Home or other remote office (for example golf club or county office). Prepared to travel/work weekends & evenings.



Person Specification - Marketing Chairman

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> A good command of English 	A Level English
Knowledge:	<ul style="list-style-type: none"> In depth understanding of the game of golf. Structure of national, regional and county based sport. Structure of golf (general, club based & admin structure). Able to solve problems within area of work/knowledge. Knowledge and understanding of working with vulnerable persons and the associated national bodies. 	<ul style="list-style-type: none"> Club management & operations. Health & Safety legislation.
Skills:	<ul style="list-style-type: none"> Highly organised and able to develop effective processes for delivery. Outstanding communication and interpersonal skills with the ability to negotiate and influence others and resolve situations. Good I.T. skills, including use of all Microsoft packages and relevant experience of intranet/website use. Able to plan and work to deadlines. Accurate and thorough approach. Customer focused approach. Able to delegate and devolve responsibility, establishing relevant monitoring/control mechanisms. Looks ahead in order to develop, improve and maintain clear outcome based strategies. 	<ul style="list-style-type: none"> Experience of managing people
Competencies/ Behaviours:	<ul style="list-style-type: none"> To work independently or as part of a team. Excellent time management skills and the ability to prioritise work effectively. Explain information clearly, accurately and using appropriate language across a range of mediums. Flexible and motivated team member. Approachable, confident and friendly. Encourage attitudes and behaviours that respect and value diversity and promote equal opportunities. 	
Relevant Experience:	<ul style="list-style-type: none"> Sports development or club management & operations work. 	<ul style="list-style-type: none"> Prior experience working in an office and/or from home. Prior experience in Marketing