



Role Description

Northern/Southern Clubs' Representative

Responsible to: Chairperson of the Derbyshire County Golf Ltd (DCG)
Responsible For: N/A

Purpose:

This role is to support affiliated Golf Clubs in North/South Derbyshire at a local level with any issues they may have and to ensure effective communication between the Club and Derbyshire County Golf Ltd (DCG). This position will be a Director on the Board.

WORKING RELATIONSHIPS:

Internal:

- DCG Chairman – monthly meetings and regular communication
- Marketing Chairman – meetings and communication as required
- DCG Secretary – meetings and regular communication
- Sub-committees – communication as required

External:

- Golf Clubs – regular communication in region
- England Golf's CSO – regular communication
- External Partners - communication as required

MAIN DUTIES AND KEY RESPONSIBILITIES:

- To develop a good working relationship with Golf Clubs to enable open dialogue
- Maintain communication between regional Golf Clubs and DCG when required
- To support Clubs in the region when requested to enable the growth of the Club
- Identify areas of weakness within Club and seek assistance from the CSO
- Ensure successes and new opportunities are marketed effectively
- To produce regular reports for the Board
- To produce regular reports for the Marketing Chairman

Staff:

- N/A

Financial:

- N/A

Administrative:

- Attendance at DCG Marketing committee – minimum 4 times per year
- Attend group meetings with Clubs in region – minimum 4 times per year
- Attend meetings at individual Clubs as and when required.

Location:

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



Person Specification – North/South Clubs' Director

Post Title:

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> A good command of the English language and good mathematical skills 	A Level or equivalent
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 in Marketing or Development