

Job Description - County Secretary

Responsible to: Chairman of Derbyshire County Golf Ltd (DCG)
Responsible for: No other staff

Purpose:

To uphold the rules and governance of the DCG and ensure that the day to day operation and administration of the DCG's affairs are carried out appropriately.

Working Relationships:

Internal:

- DCG Chairman – meetings and regular communication
- DCG Finance Director – meetings and regular communication
- Committees – communication as required
- DCG Officials and affiliated Golf Clubs – communication as required
- DCG Board & Shareholders – attend meetings and communication as required

External:

- Golf Clubs – communication as required
- County Unions & Associations, including Midland Unions & Associations – communication as required
- England Golf, Golf Foundation, Golf Club Managers Association (GCMA) – communication as required
- External Partners - communication as required

Main Duties and Key Responsibilities:

- Manage the DCG office ensuring that enquiries are handled in a timely and appropriate manner.
- Be an integral part of the Competitions Committee and attend meetings on a regular basis.
- Maintain communication and liaison as appropriate with DCG officers, the County League and England Golf including officials from other Counties.
- Maintain communication and liaison as appropriate with all affiliated golf clubs in the County.
- Produce relevant paperwork for DCG meetings as required to include the production of Agendas and minutes and make sure these are distributed accordingly.
- Arrange all County fixtures and matches, in line with diary constraints and awareness of the wider golfing calendar. Working with the Competition Chairman to ensure that appropriate arrangements pre-competition, during competition and post competition are handled effectively and in a timely manner.
- Manage the DCG trophies and medals.
- Ensure that qualified referees are in attendance, where required, and that the development of prospective referees is encouraged.
- Provide support to DCG Committees and attend all meetings/events as appropriate.
- Manage and oversee the county website content and liaison with other executive officers, team captains or nominated volunteers as appropriate.
- Ensure the timely and accurate production of all fixture information, DCG publication information and associated stationery.
- To ensure the promotion, distribution and ongoing management of the County Card.
- Work closely with England Golf staff as appropriate.
- Be responsible for the affiliation process and procedure for clubs joining the DCG.
- Conduct the yearly review of Category 1 golfers and report anomalies to England Golf and the player's home club.
- Through England Golf, manage the Disclosure and Barring Service (DBS) and liaison on Safeguarding and Disciplinary issues.

Resources:

**Staff:**

- Contractors & Suppliers when and where applicable
- Volunteers where required

Financial:

- Liaise with the DCG Finance Director for the proper management of the DCG finances and budgets.

Administrative:

- Attendance at Board, Shareholder and Committee meetings.
- Attendance at Competitions Committee
- Attendance at other DCG meetings and dinners as required.
- Represent DCG at the England Golf Voting Representatives meetings.
- Attendance at England Golf County Secretary conference, Midland Golf Union & other events as necessary.
- Advisable to be a member of the GCMA

Location:

Home Prepared to travel/work weekends & evenings.

Person Specification - County Secretary

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> 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 internet/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"> Prior work in leisure or golf related industry. Management and/or Administration positions. Sports development or club management & operations work. 	<ul style="list-style-type: none"> Prior experience working from home.