



Largs Golf Club located to the south of Largs town in North Ayrshire within an easy drive of Glasgow. Largs Golf Club is an innovative and forward-thinking members' club with an excellent reputation. The course is rated as one of the best in Scotland and is enjoyed by members and visitors alike.

Largs Golf Club remains focused on transforming and adapting to ensure that it continually meets the requirements of its members and the legislative environment. This role is focal in assisting to manage and identify those changes. Management of relationships and processes leading to successful outcomes is paramount for this role. We invite applications for the position of Secretary/Manager of Largs Golf Club.

**The role will include responsibility for:**

- Motivating and leading a team encompassing PGA Professional, Administrative & Accounts, Hospitality staff at all levels as well as liaising with the Head Greenkeeper.
- Administering the management & operation of the Club and carry out policies stipulated by the Club's committees.
- Oversee the preparation, development and ongoing analysis of management accounts.
- Ensuring the course, clubhouse and other facilities are always presented to the highest defined standards for members and visitors.
- Certifying that the Club is compliant with all relevant laws and regulations, including but not limited to Health & Safety, employment, licencing, data and equality legislation.
- Maintaining and negotiating all supplier contracts for the Club in partnership with the club Convenors.
- Representing the Club effectively in its dealings with all third parties.
- Managing and implementation of the Club's marketing and social media strategy.
- Collating all documents to be issued to Committee Members for monthly meetings. Convene all meetings except those of any Sub Committee where a Convenor has been appointed. Maintaining full and correct minutes of all meetings. Issuing such minutes to the voting membership after approval.
- Ensuring that all monies received by the Club are kept securely and lodged with the bank in a timely manner.
- Any other duties as may be deemed necessary by the Business Management Committee to which this position reports.

**The successful candidate will demonstrate:**

- Capability of HR motivational leadership across a multi-disciplined team leading to inspired, high performing teams.
- Strong diplomatic communication skills with members, visitors, staff, Committees and Convenors.
- Business acumen and financial literacy.
- Strategic thinking ability to take the Club forward with a 2-3 year ahead vision.
- IT skills with a practical understanding of Club management systems and software.
- Proven record of providing thought-leadership to a Club, resulting in transformational change benefiting membership and club financials (examples required with application).
- Well organised, efficient management style and a strong relationship builder.
- Knowledge of food & beverage and kitchen EHO standards.
- A flexible approach to working hours, including weekend & bank holidays, with the ability to work under pressure and remain approachable by staff and members.

**Remuneration:**

- The position is based on a 30 hour working week with a salary of £20k to £24k negotiable at interview and depending on experience.

**Application Process:**

To apply please send a letter highlighting your motivation for the role and relevant experience, an up-to-date CV, details of your current remuneration and ability to relocate if necessary to Debbie Boyce –

[secretary@largsgolfclub.co.uk](mailto:secretary@largsgolfclub.co.uk)

**Application deadline 28<sup>th</sup> September 2018**