

ASSISTANT COUNTY SECRETARY FOR HERTFORDSHIRE GOLF

'Leading the way for County Golf'



Hertfordshire Golf Limited (HGL) are looking for a person to join their staff in 2024 who is passionate and knowledgeable about the game of golf. They should be able to work alone and as part of the team, an excellent communicator with strong administrative skills, self-motivated and well organised. The position requires some weekend activities and regular travel around the County.

This is currently a part time position of 3 to 4 days per week (with the possibility of future expansion to a full time 5 day per week role).

Key Responsibilities:

- Supporting and assisting the County Secretary in a wide variety of duties
- Preparing and maintaining Championship equipment
- Preparing for and running golf tournaments across all age groups of players
- Supporting Golf Clubs in Hertfordshire with their golf related enquiries
- Opportunities to represent Hertfordshire Golf at occasional meetings and events

Salary: Circa £25000 to £34000 starting salary (dependant on the candidate and the finalised days per week for the position), plus workplace pension (contributory).

Location: Based predominantly at the Hertfordshire Golf Office, Knebworth Golf Club, Deards End Lane, Knebworth, Herts, SG3 6LN.

Reporting: Responsible to the County Secretary

Applications: Please send applications via email to: secretary@hertfordshiregolf.org

Closing date: Friday 5th January 2024

Successful applicants will be informed during w/c Monday 8th January 2024

Initial Interviews will take place at Knebworth Golf Club during the w/c 15th or 22nd January 2024

Hertfordshire Golf Assistant County Secretary - Job Description

Job Title: Assistant County Secretary

Responsible to: County Secretary

Based: Predominantly at the Hertfordshire Golf Office, Knebworth Golf Club, Deards End Lane, SG3 6NL

Purpose: To assist and support the County Secretary by maintaining the smooth running of all aspects of Golf in the County body

Overview: To develop and improve systems, embrace and drive forward change

Main Duties and Key Responsibilities:

- In conjunction with the County Secretary, facilitate the smooth running of the County Office, County Championships & all other events under the auspices of Hertfordshire Golf
- In conjunction with the Directors of Hertfordshire Golf, prepare and deliver presentational expertise
- Administer and run Schools Golf, Junior League Golf and Junior Development Golf
- Assistance when required in the running of the Junior Development Pathway and the Futures Tour & iTour's
- Liaise with HGL Directorate, including the sharing of information and issues relevant to their departments
- A working knowledge of Golf related software in use i.e. Golf Genius, Intelligent Golf & Handicap Master

Hertfordshire Golf Assistant County Secretary - Skills and Qualifications Required

Job Title:	Assistant County Secretary
Education level:	GCSEs or better
Knowledge:	Structure of Golf (general and administrative) Sport development and Governance (England Golf) Sport England & Local Authority structures
Skills:	Ability to work with Club Managers, Professionals and Volunteers Ability to work autonomously at times Excellent team working skills, with the ability to work collaboratively and co-operatively with colleagues Marketing and promotional skills including use of social media. Analytical and problem-solving skills Ability to gather and assess information. Excellent communication and presentation skills including public speaking. Time management Knowledge and experience in the use of Microsoft office platforms including Word, Power Point and Excel
Competencies/ Behaviours:	Self-motivation and ability to motivate others Explain information clearly and accurately using appropriate language Friendly and willing to offer support and assistance to colleagues and Customers Ability to communicate with staff and the public at all levels Smart appearance Display attitudes and behaviours that respect and value diversity
Relevant Experience:	Prior work in leisure or golf related industry. Experience working in an office environment.
Any other Requirements:	Full valid current driver's licence Prepared to travel and work weekends and evenings Current DBS check It is preferred that the person lives within or near the boundaries of the County of Hertfordshire