



Appointment of Secretary

Established in 1911, St Austell is one of Cornwall's oldest and finest golf courses. The Club is now seeking to recruit an experienced and motivated individual with proven leadership qualities to take the Club forward. He/she will lead, motivate, and develop an enthusiastic team of staff with the overall objective of delivering a quality service to members and their guests.

The appointee will be responsible for all the day-to-day performance concerning the golf club as follows:

- Management and day to day operation of the Club, reporting to the Captain and Management Committee
- Act as Secretary to the monthly Management Committee meetings
- Management of the employees of the Club
- Finance, accounting and club secretarial functions, including implementing budgets and long term financial planning
- Management of the bar and catering facilities including external functions
- Supervision of maintenance of the Club's premises and golf course
- Provision of facilities and services to Members, societies and visitors consistent with the standards, policies and ethos of the Club
- Development and marketing of the Club to maximise golfing and commercial opportunities
- Health & Safety and Employment Laws and all other regulatory matters

The appointee will demonstrate:

- Strong leadership, communication, diplomacy skills and a sense of humour
- Drive and energy to take the Club forward, buying fully into the passion of the Club
- Able to work flexible hours, including evenings and weekends when required
- The ability to get on with Members, demonstrating a forward thinking and outgoing personality
- Business and financial acumen
- Good IT skills
- Knowledge of Health & Safety and Employment legislation

The following would be an advantage:

- Previous experience of the administration of a Golf Club and sound knowledge of golf and its traditions

Salary is negotiable commensurate with the successful candidate's experience.

Applications, including a detailed CV, will be treated in strictest confidence and should be sent in writing to Mr M. Sutton, Captain, St Austell Golf Club. Closing date for applications is Monday **20th June 2016**.

Interviews will be held on Thursday 30th June.