
JOB ADVERTISEMENT

Job Title: Golf Club Manager

Hours: 35 hours weekly on average. The post holder will be required to work additional hours at peak times during the year to meet the needs of Morlais Castle Golf Club

Location: Primary Location will be at Morlais Castle Golf Club

Salary: £20,000 - £22,000 (depending on experience)

Situated some 24 miles north of Cardiff, Morlais Castle Golf Club is a challenging 18 hole moorland golf course set in the surroundings of the foothills of the Brecon Beacons with some magnificent scenic views. A modern clubhouse and indoor practice area coupled with the warmest of welcomes completes the Morlais experience.

We are now looking for a dynamic and driven Club Manager to oversee business operations at the club, as we look to expand and develop the golf membership and hospitality opportunities we have to offer.

Role

This role requires an enthusiastic person who is a great communicator, has the ability to build and maintain strong working relationships, ideally with experience of the golf sector.

Providing strong leadership and management for all heads of departments and club professional, we are looking for a manager capable of driving performance, on a daily basis. This is a fantastic opportunity to join a club poised to make the coming years transformational and therefore hugely rewarding for the right person.

The successful candidate will:-

- Have clear financial acumen, able to operate accounting software to point of reconciliation and deliver accurate monthly and annual accounts whilst operating within defined budgets. To also maintain a close working relationship with the clubs accountants.
- Work as part of a team ensuring high performance from all members of staff utilising effective leadership and management techniques.
- To action decisions from the committee in a timely and professional manner with effective communication, both written and verbal, to facilitate accurate reporting of performance and achievements from the departmental leadership teams.
- Be willing to maximise all potential income streams and recognise and implement any development opportunities with key stakeholders and partners.
- To ensure the Golf Club operates to the highest standards whilst following the necessary compliance and H & S mandates.
- Possess good all round IT skills, preferably with a working knowledge of ClubV1 software and actively develop the Clubs website and social media accounts to promote the Club.

TO APPLY

Applicants are invited to send a covering letter together with an up to date CV by email

For the attention of the Club Manager, Morlais Castle Golf Club, Pant, Merthyr Tydfil, Glamorgan CF48 2UY

Closing date for applications: 9th March 2020

Morlais Castle is an equal opportunities employer.

JOB DESCRIPTION

Job Title: Golf Club Manager

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Report to: Club Captain

Location: Primary Location will be at Morlais Castle Golf Club

Main Duties & Key Responsibilities

Staff responsibilities and supervision

Act as a line Manager for all staff employed by the club and our franchisee partners, to support them in delivering their objectives on behalf of the club. Ensure that each perform their duties in accordance with job descriptions and contracts of employment.

Key Objectives

- To provide facilities and services for members consistent with policies as agreed with and defined by the Management Committee
- To have overall responsibility for the running of the administration of the Club and its premises
- To produce all documentation in order to deliver monthly and annual Management Accounts, bank and VAT reconciliations and maintain budgetary compliance
- To actively promote and grow golf membership, in conjunction with the Club Professional, positively seeking ways to address under-represented groups
- Be responsible for ensuring compliance with all legislative requirements
- To ensure effective communication between committees, partners, stakeholders and members

Administration

- Manage the provision of all office services, including IT telephony and current Golf systems, specifically Club V1
- Organise all AGM/EGM, Management Committee meetings and any other meetings as directed, including circulation of agendas and producing accurate and timely Minutes for approval and later circulation
- In liaison with the Club Professional, Bar Manager, Caterer, Competitions Working Group and Greens Staff, arrange and effectively manage Society and Visitor bookings in order to provide a positive experience at Morlais Castle Golf Club
- Collate data with a view to productively promoting growth
- Ensure efficient and cost effective purchasing

Finance, Accounting and Financial Management

- To effectively operate accounting software at an administrative level to point of reconciliation in accordance with the recommendations of the clubs accountants
- In conjunction with the Management Committee develop and fully implement the Club's annual budget
- Monitor all expenditure on a day to day basis and ensure that the budget is being complied with and wastage is at a minimum
- Compile accurate and timely salary information for our payroll partners

- Be responsible for the management of staff salaries and the accounting for PAYE and NI contribution, including administering staff pensions
- Ensure that the club's tax affairs are dealt with effectively, liaising with external accountants when required
- Ensure timely payment of all properly authorised bills and accounts, in an efficient and professional manner

Personnel

- Maintain personnel records ensuring that contracts of employment, job descriptions and employee details are up to date
- Record any instances of complaint against any employee. Record full details of any disciplinary action taken against any employee
- Carry out annual staff appraisals, with KPIs as appropriate, and deal with any issues arising
- Maintain records of hours worked according to the annualized hours policy, and any unauthorized absence from work. Record any sickness by any employee and if necessary conduct "back to work" interviews to identify and act upon any issues arising

Marketing

- Ensure that the Club's social media accounts are current and reflect any promotions and news items to sell the Club effectively to members and visitors
- Maintain and update a dynamic Club website which promotes the Club in a positive manner
- Produce a monthly newsletter for the information of all members, highlighting current news, results and forthcoming events

The post holder will carry out other administrative, financial and management tasks as may arise from time to time as directed by the Management Committee. The above principal duties and responsibilities do not include or define all tasks which may be required to be undertaken.

Benefits:

- On-site parking

Job Types: Full-time, Permanent

Salary: £20,000.00 to £22,000.00 /year