

## **JOB DESCRIPTION**

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**Job Title:** Championship Manager

**Report to:** Chief Executive

**Liaison with:** Chairman of Championship and Rules Committee

**Hours:** 35 hours per week on average. It is required that additional hours be worked at peak times of the year to meet the needs of the Union.

### **Key Responsibilities - Outline**

The Championship Manager is required to ensure the efficient running of all Golf Union of Wales championships and events.

### **Key Duties – Outline**

The Championship Manager will be required to ensure that all matters relating to the areas of responsibility of the Championship and Rules Committee are carried out efficiently and effectively. The precise nature and range of these duties will be determined in conjunction with the Chief Executive and the Chairman of the Championship & Rules Committee. The following is not an exhaustive list but provides an outline of the duties of the post.

### **Supporting the Championship and Rules Committee**

1. Attend the Championship and Rules Committee and provide committee secretariat support.
2. Liaise with the Chairman of the Championship & Rules Committee to ensure the implementation of decisions and delivery of key areas of responsibility.
3. Assist the Chairman of the Championship & Rules Committee in the preparation and management of their budgets.
4. Organising and contributing to the GUW Rules/Referees school

### **Championships and Events.**

5. Organise venues, manage championships and events and set up of courses where appropriate.
6. Prepare and manage volunteer rota.
7. Arrange the annual fixture list of championships and events and ensure its distribution as necessary.

8. Oversee logistical plan for equipment movements to events and assist in implementation.
9. Update the G UW website before during and post events.
10. Answer Rules of Golf queries, general Championship & Events queries as and when required.

**Other**

11. Represent the G UW at meetings, conferences, etc. as required.
12. Undertake any other duties which the Board of the G UW may at any time deem necessary.
13. To comply with all legislative requirements and company policies including but not limited to Health & Safety, Equity and confidentiality.
14. Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Union's policies and procedures
15. The role will be based in the G UW Headquarters in Newport however travel within Wales will be extensive with overnight stays, long hours and weekend work crucial to fulfilling the role. The successful candidate will need a clean driving license.

**Review of this job description:**

The content of this job description will be reviewed from time to time without changing the general character of the post or the level of responsibility entailed. In addition the post holder is expected to carry out other reasonable duties as requested by the Chief Executive.

Signed: \_\_\_\_\_(Employee)

Chief Executive: \_\_\_\_\_

Date: \_\_\_\_\_

## **PERSON SPECIFICATION**

- Drive and enthusiasm
- A sound knowledge of the game of golf, Rules of Golf and its traditions
- Ability to think strategically and express ideas clearly both in writing and verbally
- Confident speaker
- Experience of working with sporting, volunteer and committee organisations
- Excellent communication and organisational skills
- Excellent project management skills
- Excellent interpersonal skills
- Good IT skills
- Willingness to work flexible hours