



South Shields Golf Club

JOB TITLE: GOLF COURSE MANAGER

REPORTS TO: GREENS CHAIRPERSON (OVERALL) & GENERAL MANAGER (DAY TO DAY)

RESPONSIBLE FOR: Ensuring the maintenance and upkeep of the golf course and external areas within the boundaries of the club. So that it exceeds the expectations of members, guests & visitors. Leading a team of 4 staff.

BACKGROUND: The successful candidate will lead a team of greenkeeping staff. The role is permanent and full-time. You will have the opportunity to contribute to an existing course development programme as part of the Club's Business Plan. As well as develop and manage the club's Course Policy and develop and manage an Environmental Plan

DUTIES AND RESPONSIBILITIES

- Always maintain a professional and welcoming approach when dealing with members, guests & visitors.
- Manage the golf course and the green keeping team, as directed by the Greens Committee in accordance with the club's golf course policy, the health and safety policy and the Greenkeepers Code of Practice
- Carry out effective turf maintenance through the establishment of schedules and programmes of annual, monthly, weekly, and daily maintenance, which maximise efficiency at the course.
- Ensure the course is prepared for play including marking hazards, grounds for repair and ensuring tee markers, bunkers, golf furniture and general green maintenance is carried out.
- High attention to detail
- Manage and conduct construction/renovation projects.
- Manage the preparation of machines for use.
- Manage the maintenance and cleanliness of machines.
- Prepare and Manage budgets
- Operate and maintain irrigation systems.
- Maintain drainage systems.
- Plan and manage the control of weeds, pests, and disease.
- Communicate information to staff, management and golfers including daily/ monthly course updates including the use of social media whilst adhering to the Club's Social media policy.
- Provide regular course and work updates to relevant committees.

- Allocate work rotas and supervise greenkeeping staff to ensure all staff hours and holidays are recorded and managed in line with club policy and employment law.
- Communicate effectively with and supervise members of the greenkeeping staff ensuring all works are carried out in a safe manner.
- Carry out annual and periodic performance reviews as and when required.
- Ensure the correct procedures are followed regarding the use of all machinery, fertilisers and chemicals include the Quad Drop system
- Undertake Continuous Professional Development (CPD) in line with current and changing requirements of the role.
- Take all reasonable steps to protect the health, safety and welfare of all employees, patrons, and visitors, by following all legislative guidelines for the preparation, use and disposal of chemicals, the safe use of tools, plant and equipment and promoting safe working practices in all areas of operation at the course.
- Take ownership for the recording of training records regarding Health & Safety for the Greens Team and contribute to the overall clubs Risk Assessment process and Time Management of the Greens Team.
- Comply with company policies, rules, and procedures always.
- Work as part of a team and actively demonstrate a willingness to support and achieve the overall business objectives.
- Liaise with third party providers.
- Ensure golf club waste is managed in accordance with Council Regulations.

SKILLS SETS

- NVQ 3 in Golf Greenkeeping or equivalent
- NVQ 3 in Turf Science desirable
- PA1, PA2 and PA6 spraying certificate.
- Agronomy and Soil management qualification and experience off.
- At least five years' experience as a Deputy or Head Greenkeeper
- Certified to operate Chainsaws.
- IT literacy in Microsoft Office and Greens Operating Systems
- Able to manage difficult situations with diplomacy and tact.
- First Aid Qualified

SECURITY

- Ensure that all premises are safely secured and locked prior to leaving.
- Act with other members of the greens team as key holders for the main clubhouse when required.
- Have a thorough understanding of club theft prevention procedures.
- Ensure that the emergency call out list is up to date.
- Ensure that there are up to date contact/address details for key holders.
- Ensure that only authorised key holders have access to secured club premises.

