



# HERTS GOLF PARTNERSHIP

WWW.HERTSGOLF.ORG

*Invites applications for the position of*

## **HERTFORDSHIRE GOLF COUNTY DEVELOPMENT OFFICER**

**(£16,000 per annum plus expenses, based on 32 hours per week.**

**Fixed term contract until 31<sup>st</sup> March 2013 on a flexible self employed basis)**

Helping to introduce golf to more people in Herts and to deliver the 'Start' and 'Stay' elements of the Whole Sport Plan, the Herts Golf Partnership (HGP) requires a County Development Officer to join its progressive and enthusiastic team.

The County Development Officer will be responsible for developing the aims of the Herts Golf Partnership through the strategy identified in the Development Plan. Main duties will include, continuing to develop and implement the HGP 16+ participation programme, delivering and promoting GolfMark and maintaining and developing the HGP website and other marketing tools such as social media.

The position is home based, although the successful candidate will be required to travel (vehicle and driving licence essential) as necessary to meetings in and out of the county and occasionally work weekends, evenings and school holidays as required.

This agreement will initially be fixed term until 31<sup>st</sup> March 2013 (position dependant on continued funding after this date) and is based on 32 hours per week flexible working on a self-employed basis. The County Development Officer will be entitled to travel and other appropriate expenses.

Candidates will ideally have an understanding of golf and its administrative structure plus some knowledge and experience of golf/ sport development and project management. The successful candidate will be able to work autonomously, be highly motivated and have the ability to work well with professionals and volunteers alike. Key attributes required include excellent written and verbal communication skills plus a high level of organisational and I.T. ability.

For further information including a job description, please see our web site [www.hertsgolf.org](http://www.hertsgolf.org). If you wish to discuss the position further or have any questions relating to the role please contact Steven Peet (England Golf East Region Officer) on 07726 994154.

***If you wish to apply, please e-mail a covering letter and your C.V to [stevenp@englishgolfunion.org](mailto:stevenp@englishgolfunion.org)***

**Closing date for applications is Friday 17th February 2012.**

**Interviews will be held on Tuesday 28<sup>th</sup> February, times and venue TBC.**

**To allow for handover, start date estimated to be Monday 19<sup>th</sup> March 2012 or as near as possible/ agreed**



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## CDO JOB DESCRIPTION

<b>TITLE:</b>	COUNTY DEVELOPMENT OFFICER (CDO) HERTFORDSHIRE.
<b>DEPARTMENT:</b>	Golf Development (Administration at Woodhall Spa).
<b>RESPONSIBLE TO:</b>	Hertfordshire County Golf Partnership Chairman and England Golf RDO.
<b>WORKING RELATIONSHIPS:</b>	Golf Development Department. County Union/County Association & PGA. Affiliated golf clubs and other golfing facilities. Professionals, volunteers, secretaries & managers. Bodies involved in golf development in England at local level including the Golf Foundation and the County Sports Partnership. Local schools and Colleges (when appropriate).
<b>WORKING HOURS:</b>	32 hours per week on a flexible basis (weekends and evenings as necessary).
<b>LOCATION:</b>	Working from home/Herts Golf Union office as necessary. Required to travel as necessary to meetings, events etc. mainly within the county but also outside as requested.
<b>JOB SUMMARY:</b>	
<ul style="list-style-type: none"> <li>• To raise the profile of both men's and women's golf in England and encourage people of all ages into the game (with a focus on 16+).</li> <li>• To plan and deliver 16+ initiatives in Hertfordshire, working to budget.</li> <li>• Have a commitment and understanding of GolfMark</li> <li>• Promote and deliver GolfMark to Hertfordshire clubs, including those already with GolfMark (target 30 clubs by March 2013)</li> <li>• To represent England Golf as it relates to golf development matters.</li> <li>• To support the implementation of the Herts Golf Partnership Development Plan.</li> </ul>	



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## **JOB REQUIREMENTS:**

- To develop a thorough picture of the existing provision (junior and adult development) and potential resources within Hertfordshire.
- To co-ordinate the development and sustainability of Herts Golf Partnership initiatives.
- To support the implementation of the Herts Golf Partnership Development Plan.
- To regularly communicate with all of the Herts Golf Partnership partners and affiliated golf clubs on the progress towards achieving targets and the impact of specific development initiatives.
- To deliver a structured programme of seminars/workshops to the County Union, County Association, affiliated golf clubs and appropriate organisations within Hertfordshire.
- To actively promote and encourage the County Union & County Association and affiliated golf clubs to utilise England Golf development initiatives.
- To encourage affiliated golf clubs to develop a healthy golfing environment and to encourage players into golf club membership, helping to sustain regular participation.
- To regularly provide reports to the Regional Development Officer and the County Golf Partnership Steering Committee on all golf development issues within Hertfordshire.
- To keep the Regional Development Officer advised of the job holder's itinerary on a regular basis and adhere to the set reporting structure, advising of any changes when appropriate
- To perform other duties as deemed appropriate.



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## PERSON SPECIFICATION

**JOB TITLE: CDO**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS/ SKILLS (EDUCATIONAL AND/OR PROFESSIONAL):</b>		
<b>KNOWLEDGE:</b>	Golf, nationally and locally (general & administrative structure).	Sport development including England Golf and Sport England Whole Sport Plan interventions, outcomes and structure.
<b>SKILLS &amp; ABILITIES:</b>	Preparation of clear & thorough reports. Ability to gather and assess information accurately. Computer literate. Well organised. Can prioritise effectively. Good presentation skills.	Project management. Knowledge in website updating and social media.
<b>PERSONAL QUALITIES &amp; CHARACTERISTICS:</b>	Self motivated with an ability to motivate others. Adaptable and flexible. Good team player. Approachable and friendly. Can deal with the public. Smart appearance.	
<b>WORK EXPERIENCE:</b>	Administrative experience.	Prior experience in a sports/ leisure related environment.
<b>OTHER:</b>	Lives near to designated county. Valid driver's licence. Prepared to travel/work weekends & evenings as necessary. Available to work in school holidays as necessary.	Involvement with golf. Degree in Sports/ Golf Development/ management.