

Job Title:	Golf Development Manager
Department:	Golf Development
Reporting To:	Director – Golf Development
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St Andrews
Contract:	Full time – Permanent

Job Purpose

The R&A, golf's global governing body outside the USA and Mexico, is seeking to recruit a Golf Development Manager to assist in its provision of support to the sport. The purpose of this role is to:

1. Contribute to the overall achievement of Inspire Our Future – The R&A Playbook
2. Support the team with the delivery of our action plan focused on the strategic priority area of Development that aims to drive participation, strengthen relationships with affiliates and deliver strategic campaigns.

The successful candidate will be required to work with the Development team and other departments.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities will be, but not limited to:

- Using internal and external insights, audit and identify core business development tools to create a portfolio of resources, including best practice models and case studies, to help affiliates become stronger organisations and achieve growth
- Work with the Communications team to write, design and produce materials to bring the resources to life
- Support the implementation and monitoring of the Affiliate Hub (CRM) and additional affiliate-related data collection
- Conduct an initial review of National Body Development Grant annual reports and funding applications and prepare information, as required, to support the decision-making of a sub-committee
- Conduct an initial review of R&A Foundation Scholarship applications and prepare information, as required, to support the decision-making of a sub-committee
- Audit the range of funding support provided to amateur events run by affiliates
- Lead on work linked to The Road to The Open and Swingzone activities at The Open Championship and Women's British Open, working with other departments and with the national federations of GB&I, as appropriate
- Evaluate and monitor the impact of the services provided
- Work with relevant internal and external partners as required
- The post holder will be required, from time to time, to work away from home and additional hours

QUALIFICATIONS AND EXPERIENCE

- A degree level qualification
- A passion for golf and an understanding of the golf industry is essential
- Proven experience working in a similar role is highly desirable
- Experience of project/programme management including working to deadlines

- An understanding of corporate communications is desirable
- Experience of working with a variety of partners
- Excellent verbal and written communication and presentation skills
- Excellent IT skills, especially use of Word, Excel, PowerPoint and other project management tools

PERSONAL QUALITIES

In addition, the successful candidate will require:

- Strong interpersonal skills
- To be self-motivated and proactive and ready to work as part of a small team
- To demonstrate excellent attention to detail, a customer-focused approach, and have a hard-working ethos
- An ability to work with other departments and within a team

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Laura Kane on recruitment@randa.org by the closing date of Friday 1st February 2019.

How your information will be used

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about The R&A's use of your data, please contact us.