

## **COURSE OFFICER**

- Liaise & work with the Course Manager to
  - maintain equipment
  - ensure health and safety of course staff
  - plan staff development
- Overall responsibility for budgetary control of course expenditure in conjunction with the course Manager.
- Develop a 5 year plan to improve the course, practice range and putting green
- Develop a Course Policy document, as recommended for all golf courses by the R&A to establish a clear and consistent approach to course management to fulfil the potential of the course for the benefit of members, their guests and visitors. The document should lay out the vision for the course and provide long-term continuity for management of the course.
- Communicate effectively with MC, Golf Comm, members and staff.
- In conjunction with the Course Manager (Monday- Friday) and (someone else needs to be added for weekends) take decisions as to whether the course is playable.
- Liaise with specialists to recommend improvements to the course
- Provide a written report for each Management Committee meeting

## **DESIRABLE ATTRIBUTES**

- A good understanding & experience in project management & management best practices.
- Proficient in forward & business planning.
- An understanding of the technical aspects of course management, machinery & maintenance.
- Be available to provide the necessary commitment to the role for at least 3 years.