



GENERAL INFORMATION

Our Mission

The mission of the Golf Foundation is to help young people enjoy the playing and personal benefits of golf. We believe that there are numerous benefits to playing golf and that for any young person the sport offers Skills for Life, a game for life and a healthy life.

Skills for Life is a principle that underpins the Golf Foundation's work and is based on the belief that children and young people can develop playing skills and personal skills through golf, which will benefit them for the rest of their lives. Golf places strong emphasis on standards of behaviour and, therefore, is an ideal medium through which young people can develop key personal skills such as honesty, respect, sportsmanship, commitment and leadership.

Our Aims

HSBC Golf Roots is the headline programme for the Golf Foundation's operational activities with 2 clear strategic aims, which meet both its charitable objectives and its responsibility to help grow the sport:

1. Golf for all - providing any young person, regardless of background or ability, with the opportunity to enjoy the playing and personal benefits of golf.
2. Helping any young person to 'Start, Learn and Stay' in golf, providing a player pathway into golf clubs.

Our Values

The Golf Foundation is proud of its unique history and position in golf, created by Sir Henry Cotton in 1952, to take golf into schools and ultimately to make the game more accessible to young people. We believe that the Golf Foundation can help young people to enjoy the playing and personal benefits of golf by making it:

- FUN
- Child centred
- Inclusive
- Inspiring
- Innovative
- Enriching

Participation Targets and their Measurement

Under the player pathway into clubs, 'Start Learn and Stay', the Golf Foundation has set the following ambitions to be achieved on an annual basis:

- START - to introduce 500,000 children to golf
- LEARN - to move 50,000 through the gates of a golf club and 25,000 into regular coaching
- STAY - to help generate 15,000 new regular juniors

REGIONAL DEVELOPMENT OFFICER

Part Time Maternity Cover (East Region)

ROLE

An opportunity has arisen for a part-time (3 days per week) Regional Development Officer to cover maternity leave for 12 months and to oversee the implementation of the 'HSBC Golf Roots' initiatives via school, community and club projects in the East region covering **Cambridgeshire, Bedfordshire, Suffolk and Norfolk**.

The Officer will work closely with PGA Coaches and officials/volunteers in golf clubs, and in partnership with officers from England Golf and the PGA, to help more young people 'Start, Learn and Stay' in the sport. In addition, the successful candidate will work with a variety of national and local partners such as StreetGames, County Sports Partnership and schools to help more young people enjoy the benefits of golf.

PERSON SPECIFICATION

Essential skills and qualities include:

- The ability to communicate effectively in a variety of circumstances.
- Effective time management.
- A sound knowledge of sports development principles and practices.
- An understanding of the structure and function of school sport and local authorities.
- Experience of development planning.
- Experience of influencing golf clubs or clubs in other sports.
- Experience of tutoring workshops for teachers and young leaders.
- Knowledge of the national initiatives promoted by Sport England and other national partners such as the Youth Sport Trust, StreetGames and Premier League for Sport.
- An appropriate leisure qualification.
- An interest, but not necessarily a background, in golf.
- A shared belief in the core values of the Golf Foundation.

REPORTING

The Regional Development Officer will report directly to the Golf Foundation Head of Development (HoD). There will be regular contact between the HoD and Regional Development Officer and he/she will be required to provide the HoD with regular reports. There will be monthly RDO Meetings and the HoD will also visit the Regional Development Officer to discuss progress and targets.

The Golf Foundation is an equal opportunities employer. The disabled, ethnic minorities and women are currently under-represented in the organisation. This information will be made available in alternative formats on request.



JOB DESCRIPTION

<u>TITLE:</u>	Part-time Regional Development Officer to cover Maternity Leave (East Region).
<u>REPORT TO:</u>	Head of Development.
<u>OFFICE BASE:</u>	The working base will be agreed with the Head of Development but it must be a logical location within the region. Working from home may be permitted.
<u>REQUIREMENTS:</u>	Full driving licence and own vehicle (a mileage allowance will be paid)
<u>HOURS:</u>	The length of a normal working week will be 3 days (flexible to meet the needs of the job). Additional hours may be required at certain times in the year to help with specific projects or events. Co-operation would be appreciated in this regard.
<u>START DATE:</u>	To be confirmed.

AIM: To promote and support the implementation of the Golf Foundation's junior golf development initiatives, presented under the banner of 'HSBC Golf Roots'.

OBJECTIVES: To work towards the achievement of the targets set out in the Golf Foundation's Operational Plan and towards the overall strategic aims of the organisation.

To work through the network of school clusters, golf clubs, Local Authorities and County networks to ensure that access to the sport for children and young people is achieved through co-ordination and co-operation.

To work closely with the County Club Support Officers and Regional Development Managers managed through England Golf and the Professional Golfers' Association.

DUTIES:

OPERATION

- Promote and coordinate HSBC Golf Roots projects that help young people to 'Start, Learn and Stay' in golf
- Help coordinate retention programmes at golf clubs with England Golf's Club Support Officers.
- Promote the use of Tri-Golf in primary schools and the community as well as tutor workshops.
- Promote the use of StreetGolf in the secondary schools and tutor workshops for teachers.
- Coordinate the growth of StreetGolf satellite clubs.
- Stimulate the organisation of School Games events at Levels 1, 2 and 3.
- Promote and assist with the establishment of golf projects through the network of school clusters and local authority sports development teams.
- Visit each 'HSBC Golf Roots' Centre facility in the region and advise on their programme.
- Identify potential 'HSBC Golf Roots' Centres and help link them to local schools.
- Promote the use of the Junior Golf Passport as the official learning programme.
- Organise and deliver training workshops that support the implementation of the 'HSBC Golf Roots' programmes such as the 'Box of Tricks'.
- Coordinate GolfSixes League competitions.

COMMUNICATION

- Maintain comprehensive lists of contacts for schools, Local Authorities and other relevant networks for the region.
- Maintain close and regular contact with the Club/County Regional Development Officer.
- Attend relevant local and county meetings and maintain close contact with the key stakeholders.
- Maintain regular contact with County Golf Partnerships and attend meetings.
- Explore opportunities with local networks and facilitate local golf development groups.
- Maintain high standards in terms of responses to enquiries and customer care, both internally and externally.
- Provide the Press Officer with regular information which may be useful for the Golf Foundation's bulletin, press releases or the website.

ADVISORY

- Provide advice on funding available through the Golf Foundation.
- Advise on the preparation of grant-aid applications for local projects when required.
- Provide advice on effective development planning in golf.

SPECIAL ACTIVITIES

- Assist the Marketing Department with the organisation of promotional events.
- Organise county and regional events as and when appropriate.
- Assist with the staffing at displays, major tournaments, shows, exhibitions, etc. when required.

GENERAL DUTIES

- Assist the Head of Development with the development of new and existing programmes.
- Act as an ambassador for the Golf Foundation and represent the organisation on appropriate occasions.
- Maintain effective systems for office administration and record keeping.
- Produce reports, deal with correspondence and attend relevant meetings.

THE PACKAGE

SALARY:	c £26,000 (pro rata) for 3 days per week
BENEFITS:	Private health care*, pension contributions*, allowable expenses. <i>*Conditions apply</i>
HOLIDAYS:	20 days per year (pro rata) plus statutory days plus days allocated during the Christmas period which will be specified each year.

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