



REGIONAL DEVELOPMENT OFFICER - GENERAL INFORMATION

OUR MISSION

Introducing young people to golf - From all backgrounds - Creating Golfers.

We do this because golf can change lives.

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
- Inclusive
- Inspiring
- Innovative
- Enriching

ROLE

The key role of the Regional Development Officer is to oversee the implementation of Golf Foundation initiatives via school, community and club projects in the South Central region covering BB&O, Hampshire inc. IOW & Channel Islands, Herefordshire, Warwickshire & Worcestershire. The Officer will work closely with PGA Coaches and officials/volunteers in golf clubs, and in partnership with officers from England Golf, to help more young people 'Start and Stay' in the sport. In addition, the successful candidate will work with a variety of national and local partners such as StreetGames, Active Partnerships, youth organisations 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 and StreetGames.
- An appropriate leisure qualification.
- An interest, but not necessarily a background in golf.
- A shared belief in the core values of the Golf Foundation.

The Golf Foundation is an equal opportunities employer. The disabled, ethnically diverse communities 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>	Regional Development Officer (South Central)
<u>REPORT TO:</u>	Head of Development.
<u>OFFICE BASE:</u>	Flexible working from home. The working base will be agreed with the Head Development but it must be a logical location within the region.
<u>HOURS:</u>	The length of a normal working week will be 40 hours (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 coordinate 5 headline delivery programmes and take lead responsibility for an area of specialism e.g. disability

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, community groups and School Games Organisers 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 Club Support Officers managed by England Golf.

DUTIES:

OPERATION

- Promote and coordinate 5 headline programmes that help young people to 'Start and Stay' in golf.
- Promote the use of Golfway in schools and the community as well as tutor workshops.
- Support the organisation of School Games events at Levels 2 and 3.
- Promote and assist with the establishment of golf projects through the network of school clusters and School Games Organisers.
- 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.
- Organise and deliver training workshops that support the implementation of the 'HSBC Golf Roots' programmes such as Unleash your Drive and Golfway.
- Take lead responsibility for one strategic area of development or priority group e.g. inclusion and diversity, disability

COMMUNICATION

- Maintain comprehensive lists of contacts for schools, SGOs 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.
- 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, social media or the website.

ADVISORY

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

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 creation and adaptation 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 £26,500
BENEFITS:	Car, private health care*, pension contributions*, allowable expenses. <i>*Conditions apply</i>
HOLIDAYS:	20 days per year plus statutory days plus days allocated during the Christmas period which will be specified each year.

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