

We are inviting applications for the position of;

Head of Delivery

**Salary c. £35,000 - £40,000 per annum dependant on experience
+ benefits, pension, 33 days annual leave (includes Bank holiday and company days)**

Could you be the person to lead our regional delivery team, ensuring that the participation and club support elements are being effectively delivered through our Partnership Managers and Club Support Officers?

Responsible for the management of five Partnership Managers and a twenty strong Club Support Officer network, you will lead on the delivery of our local engagement (defined as county and club) and provide appropriate guidance to counties supporting them in the delivery and monitoring of county action plans. Having a sports development background and experience working with a range of stakeholders and partners is essential. The successful candidate must have a knowledge of the structure of national, regional and county based sport and understand the structure of golf.

It is essential that you have the ability to persuade and influence across a range of audiences and to build and sustain relationships with staff, volunteers and partners. You must have experience of club management and operations work and prior work in leisure or golf related industries. We are looking for a motivated person who has the ability to motivate others and proven management of budgets.

As the National Governing Body for amateur golf, we work at the heart of golf in England, supporting and empowering a thriving community of players, counties and clubs to get the most out of the game we all love. As a non-profit organisation dedicated to growing the game of golf, our work benefits more than 1,900 golf clubs and 651,000 players. We value being Honest, Inclusive, Responsible, Excellent and Supportive.

The post is full-time (Monday – Friday 9.00am to 5.00pm core hours) however you will be required to travel/work weekends and evenings as appropriate. There is an office base at England Golf Headquarters, Woodhall Spa, Lincolnshire, however home working will be considered.

For further information please visit our website www.Englandgolf.org/jobs, and to apply, complete and return the application form and equal opportunities monitoring form (no C.V.'s please) for the attention of Human Resources on hr@Englandgolf.org.

Closing date for applications: **Wednesday 22nd May 2019 @ 12 noon**

Interviews take place: **Friday 7th June 2019 at Woodhall Spa**

England Golf is an equal opportunities employer and disability confident committed.

Job Description

Post Title:	Head of Delivery
Grade:	4
Department:	Participation and Club Support
Responsible to:	Participation and Club Support Director
Responsible for:	Partnership Managers

Purpose:

To ensure that the participation and club support elements of the England Golf strategic plan 2017 to 2020 are being effectively delivered locally through the Partnership Manager and Club Support Officer (CSO) network.

Working Relationships:

Internal:

- Partnership Managers – monthly meetings and regular communication
- Club Support Officers – regular engagement
- Head of Participation and Club Support, Head of Engagement and Head of Handicapping and Course Rating, – regular communication
- Staff – Participation and Club Support, including links with national managers (Disability, Young People and Women & Girls). Other departments – as required across annual delivery plan.
- Advisory Groups – scheduled meetings
- Board – attendance if required

External:

- County Unions, Associations and Development Groups – various communication
- County Golf Development Groups – communication with Chairman and CSOs.
- Clubs – communication through targeted programmes
- Industry bodies and associations – collaborative working relationships
- County Sports Partnership (CSP) network – meetings with NGB leads if required
- Professional Golfers Association (PGA) – through regional strategic meetings
- Golf Foundation – through regional strategic meetings
- Golf Club Managers Association (GCMA) – through regional meetings

Main Duties & Key Responsibilities:

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- To lead on the delivery of England Golf's local engagement (defined as county and club) through the regional and county workforce.
 - To further the aims of England Golf as identified within its strategic plan relating to 'more players', 'more members' and 'stronger clubs'.
 - To manage the five Partnership Managers to support their role in delivering strategy at a local level through the club support officer network.
 - To ensure that the network of Partnership Managers and Club Support Officers is appropriately supported and trained to provide a consistent approach to delivery.
 - To work with the Head of Participation and Club Support, Head of Engagement and Head of Handicapping and Course Rating to ensure that the regional and county workforce are supported in their roles to deliver locally relevant elements of the department operational plan.
 - To provide appropriate guidance to counties to support them in delivering and monitoring county action plans; including the co-ordination of the biannual review process.



- To analyse reports and annual statistics produced both in house and by industry bodies to inform the work direction of the regional and county network.
- To work closely with national partners, such as the Golf Foundation and Professional Golfers' Association (PGA) to co-ordinate and support delivery through their regional networks.
- To work closely with the County Sports Partnership (CSP) network to ensure greater consistency in how they integrate into county action plans for golf.
- To implement a robust delivery framework that provides a consistent approach in all regions, including meetings, planning, budgets, monitoring, reporting and training.
- To contribute towards and assist the refinement of the department operational plan and the delivery of the strategy at a local level as appropriate.
- To explore the requirement for more consistent regional delivery across all EG departments and strategic themes.

Dimensions/Resources:**Staff:**

- Five full-time staff: Partnership Managers
- Support twenty Club Support Officers
- Support for any volunteer related roles, such as advisory groups

Financial:

- County engagement element of the department budget
- Support for any external grants relevant to counties

Administrative:

- Senior Regional Manager & Regional Manager meetings (to chair)
- National CSO meetings (to facilitate)
- Regional strategic meetings, including PGA and Golf Foundation (attendance)
- Monthly Participation & Club Support team (attendance)
- Advisory groups where appropriate (attendance)
- Other meetings with EG departments and/or external stakeholders
- Presenting at conferences and workshops on request

Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire or potential to work from home. If the latter, as a guide it is expected that time is spent at the headquarters at least two to three days every two weeks.



Person Specification

Post Title: Head of Delivery
Department: Participation & Club Support

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> Educated to degree, or relevant qualification level 	<ul style="list-style-type: none"> Sports related diploma/degree
Knowledge:	<ul style="list-style-type: none"> Structure of national, regional & county based sport Structure of golf (general, club based & admin structure) Sports development Club facility management & operations 	<ul style="list-style-type: none"> Government, Sport England & Local Authority Educational organisations (colleges & universities)
Skills:	<ul style="list-style-type: none"> Ability to build and sustain relationships with staff, volunteers and partners Strong and flexible management skills Ability to manage, empower, persuade and influence across a range of audiences. Business planning Capable of gathering information and analyse appropriately Preparation and production of clear and thorough reports Ability to use own initiative and work to deadlines Accurate and thorough approach Outstanding communication skills, including public speaking/ presentation skills Computer literate in spreadsheet, word processing and presentation software 	<ul style="list-style-type: none"> Ability to update websites
Competencies/ Behaviours:	<ul style="list-style-type: none"> Motivated and proven track record of motivating others Friendly and willingly offer support and assistance to colleagues and customers To work independently or as part of a team Flexible and motivated team member Confidence and social skills to represent the company in external professional contexts Display and encourage attitudes and behaviours that respect and value diversity and promote equal opportunities 	
Relevant experience:	<ul style="list-style-type: none"> Club management & operations work Management & administrative positions Prior work in leisure or golf related industry Effective and proven management of budgets Tutoring/facilitator experience 	<ul style="list-style-type: none"> Government experience or Local Authority Prior experience working in an office and/or from home
Any other requirement:	<ul style="list-style-type: none"> Valid driver's licence or access to transport Prepared to travel/work weekends & evenings 	<ul style="list-style-type: none"> Involvement with golf