



**Helensburgh Golf Club**  
**Club Manager**

**Job Description**

**Job Purpose:**

To manage the day to day operational running and maintenance of Helensburgh Golf Club, Clubhouse and associated staff, and to develop existing and new business processes as required to ensure an efficient and cost effective service is delivered for the members of the club. Also to ensure that the club complies with Employment Law, Health & Safety Regulations and Child protection Law relative to all its operations.

**Responsibilities:**

The Club Manager is responsible for the day to day management, finance, administration and development of the Golf Clubhouse and its staff (excluding the food and beverage operations but including the bar operations) and including all accounting and employment systems and records, to ensure compliance with the Club's business plans and budget.

The postholder will preside over the Operations Group comprising the Professional, Course Manager, Catering Manager and Bar Manager.

The postholder will manage the catering contract and have line management responsibility for an Administrative Assistant, cleaner, a Bar Supervisor and all associated bar staff.

**Responsible to:**

The post holder will be responsible to the Chairman of the Management Committee.

**Tasks:**

**Administration and Support Services**

1. Manage and oversee the work of the Administrative Assistant, Cleaners, Bar Supervisor and Bar Stewards as appropriate
2. Manage all office services, including the established I.T. systems and extension of their use; the processing and banking of cash and cheques; payment of invoices; and the complete recording of all transactions on the Club's I.T accounts system
3. Ensure all membership detail records are kept up to date and compliant with SGU requirements

4. Maintain a system for processing applications for membership and category waiting lists where applicable
5. Assume specific responsibility for all Statutory Licensing requirements of the Club
6. Organise the arrangements for all visiting parties, green fees, ensuring compliance with day to day standards of conduct, dress code and on the course behaviour
7. Assume responsibility for the Club's communications with members and external public relations, including maintaining and developing the Club website; extending e-mail communications to a wider section of the membership; and promoting through all media, the Club's golfing and social activities
8. In consultation with the Club's Human Resources Advisor as necessary, oversee and ensure compliance with Statutory and the Golf Club's HR policies and procedures as detailed in the Club's Employment Handbook, and ensure these policies are maintained and updated.
9. Act as Health and Safety Officer for the Club to ensure compliance with Statutory and Local Government regulations relating to Health & Safety, taking advice and guidance from approved and qualified external contractors as required.
10. Liaise with Management Committee, Golf Professional and Head Green Keeper on any additional administrative or marketing duties that may arise

#### Financial Management

1. Provide up to date, accurate monthly management financial reports and budgets for presentation to the Management Committee in conjunction with the Finance Convenor and to assist the Finance Convenor in annual budget compilation
2. Provide quarterly financial control information on the actual and budget figures for subcommittee convenors
3. Monitor and report on the Club's cash flow position
4. Ensure proper accounting records relating to the Club are maintained
5. Liaise and negotiate with suppliers to ensure goods and services are bought in within budget as required
6. In consultation with the Finance Convenor set bar prices to achieve the Gross profit agreed
7. Oversee all areas of cash receipts and disbursements and ensure all are properly accounted for and banked promptly
8. Oversee the preparation and payment of staff salaries, PAYE and National Insurance contributions

9. Ensure the Club's tax and VAT liabilities are effectively dealt with
10. Liaise with the Club's auditors as required

#### Other Management Tasks

1. Prepare for and attend all Club Management Committee meetings as directed, preparing agenda's, minutes etc. and reporting on all administration matters including Health & Safety
2. Organise the AGM and other SGM as directed, booking premises, preparing and issuing appropriate notices, agenda, minutes etc
3. Regularly review and ensure adequate insurance cover is provided for the Club, its members and the Management Committee
4. Ensure the Clubhouse is maintained in good clean working condition both internally and externally reporting any damage or necessary repairs to the Management Committee
5. Provide a general point of contact for members, staff, committee, the SGU and other golf related organisations and the general public
6. Keep up to date with developments in all aspects of the operation of the Club, relative to improving the effectiveness of its administration and marketing, ultimately to the benefit of the members
7. Manage staff sickness records, personnel staff records and training records.
8. Carry out performance reviews of staff as required.
9. Be an integral part of the management team of Helensburgh Golf Club and contribute to decision making.
10. Be aware of own training needs in a changing environment and where necessary bring these to the attention of the Chairman, Management Committee
11. Identify and take steps to meet the training needs of all staff under your direct supervision
12. Work at all times within Helensburgh Golf Club's Equal Opportunities Policy.
13. Fulfil any additional tasks relative to the running of the Club as reasonably requested by the Management Committee.

Nov 2024