

Role Description

Title:	County Competitions Director
County:	Wiltshire Golf
Responsible to:	County Chair and Board
Term of appointment:	Three years extendable for a further three years.

Relationships:

Internal: County Chair, Golfing Operations Director (OD) (County Secretary), County Board, affiliated clubs and Club Delegates.

External: England Golf where necessary, Club Managers & Secretaries

Key Responsibilities:

The Competitions Director is responsible for directing and managing the activities of the Wiltshire Golf competitions Committee, and for promoting the smooth running and successful delivery of all County golf events and fixtures.

Main duties

- Have overall responsibility for the production and circulation of the annual fixture list, subject to Board ratification.
- Identify suitable venues for County competitions and Championships
- Produce & publish rolling 5-year plan
- Chair at least 3 Competitions Committee meeting per year which will monitor competition rules, event planning and execution.
- Ensure all competition entrants are aware of conditions of entry
- Identify appropriate resources to manage County events
- Liaise with club managers to ensure the smooth running of all events.
- Produce a generic set of specifications & rules for running County events
- Set and monitor annual Competitions budget in liaison with the Finance Director & Committee
- Arrange the circulation of a Competitions report at least 7 days prior to each Board meeting.
- Monitor Competition/event entry in comparison with previous years.
- Supervise the completion of an annual competitions review at the end of each golfing season & circulate to all interested parties.
- Devise & implement strategies to increase participation in County competitions & events.
- Obtain & publish feedback from clubs & competitors
- Carry out the annual competitions review at the conclusion of each golfing season

Skills & Knowledge:

Essential:

- Commitment to the County's objectives, aims and values and willingness to devote time to carry out responsibilities.
- Comprehensive knowledge of County golf with a good knowledge of the structure of national, county and club level activity.
- The ability to speak confidently to groups and to respond to interviews in such a way as to create a good impression of the County and its objectives.
- Experience of working with Board, golf club officials and volunteers.

- Knowledge of work undertaken by County and a wider involvement with the voluntary sector and other networks.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Competent use of IT and access to transport.
- Ability to build or take over and maintain a network of personal relationships with the County, and external organisations.
- Knowledge and understanding of Safeguarding and working with vulnerable adults.
- Highly organised and able to develop effective delivery processes.
- Able to plan and work to strict deadlines.

Time Commitment:

- The County Board meets at least 4 times a year
- Directors are expected to attend all Board meetings & the AGM
- Directors will be members of one or more sub-committees.
- Attendance at other County meetings and dinners as required.
- Attendance at some award meetings and dinners.

Location:

Meetings at Company offices/ Golf Club or alternative central venue where appropriate.

Notes:

This is an elected position.

Reasonable expenses incurred as part of the role will be reimbursed by the County.