

Gifford Golf Club
Club Secretary and Treasurer

Due to retirement, expressions of interest are invited for the above post. This is a part time position and the successful candidate will be expected to work flexible hours.

<http://www.jobstoday.co.uk/job/3057075/club-secretary-and-treasurer/>

Visit www.jobstoday.co.uk, using the above link to find this vacancy

To discuss the post in more detail contact the present Club Secretary at 01620 810267 or by email to secretary@giffordgolfclub.com

Club Secretary and Treasurer

Gifford Golf Club is a thriving golf club on the fringes of the conservation village of Gifford. With a healthy membership and a course whose condition is the envy of many, we attract many visitors each year.

Expressions of interest are invited for the post of Club Secretary and Treasurer. This is a part time position and the successful candidate will be expected to be available to work flexible hours when necessary to suit the needs of the club.

Our current Club Secretary will retire in the next few months and we are seeking the right person to replace him and support the committee in taking the club forward with a revised remit which will include management of the day to day activities of the club and clubhouse, staff management, financial management, club secretary duties for main committee, matches, competitions and handicaps.

Candidates will be expected to demonstrate skills and experience in these areas as well as a strong background and enthusiasm for the game of golf, and excellent leadership, interpersonal, communications, computer and IT skills.

Salary and conditions are negotiable and will reflect the background and experience of the candidate as well as the needs of the golf club. To discuss the post in more detail contact the present Club Secretary at 01620 810267 or by email to secretary@giffordgolfclub.com.